



Posted: Friday, June 03, 2016

NOTICE AND CALL OF A REGULAR MEETING OF THE TRINIDAD CITY COUNCIL

The Trinidad City Council will hold a regular meeting on
WEDNESDAY, JUNE 08, 2016 at 6:00 PM
In the Trinidad Town Hall, 409 Trinity Street, Trinidad, CA

CLOSED SESSION BEGINS AT 5:00PM

- I. **CALL TO ORDER**
- II. **PLEDGE OF ALLEGIANCE**
- III. **ADJOURN TO CLOSED SESSION**
 1. *Conference with legal council regarding active litigation. Tsurai Ancestral Society vs. City of Trinidad. Pursuant to California Government Code section 54956.9 (a)*
- IV. **RECONVENE TO OPEN SESSION – COUNCIL REPORT**
- V. **APPROVAL OF AGENDA**
- VI. **APPROVAL OF MINUTES – April 13, 2016 cc, May 10, 2016 scc, May 19, 2016 scc**
- VII. **COUNCIL MEMBER REPORTS, COMMITTEE ASSIGNMENTS**
- VIII. **STAFF REPORTS**
- IX. **ITEMS FROM THE FLOOR**

(Three (3) minute limit per Speaker unless Council approves request for extended time.)
- X. **CONSENT AGENDA**
 1. Financial Status Reports for April 2016.
 2. Law Enforcement Activity Reports for March, April, May 2016
 3. Contract for Services with State Controllers Office to Prepare the Annual Street Report
 4. Letter of Support for BLM, USGS, and North Pacific LCC to Develop a Sea Level Rise Vulnerability Assessment.
 5. Approve Contract with Marcello & Company to Perform the 2016 Annual Audit.
 6. Authorize Submittal of Grant Application for Little River Trail Design and Permitting, and Authorize City Manager to Sign MOU with Trinidad Coastal Land Trust for Trail Maintenance.
 7. Approve Grant Application for Storm Water Management Improvement Project, Final Phase
- IX. **DISCUSSION/ACTION AGENDA ITEMS**
 1. Discussion/Decision regarding Ordinance 2015-02b; Extension of VDU Moratorium to the full 2-Year Period.
 2. Discussion/Decision regarding Resolution 2016-08; Adopting the FY 2017 Budget
 3. Discussion/Decision regarding First Reading of Ordinance 2016-01; Authorizing Participation in the Community Choice Aggregation Program
- X. **ADJOURNMENT**

APPROVAL OF MINUTES FOR:

April 13, 2016 CC
MAY 10, 2016 SCC
MAY 19, 2016 SCC

Supporting Documentation follows with: **14 PAGES**

MINUTES OF THE REGULAR MEETING OF THE TRINIDAD CITY COUNCIL
WEDNESDAY, APRIL 13, 2016

I. CALL TO ORDER

- Mayor Miller called the meeting to order at 6:00PM. Council members in attendance: Miller, Fulkerson, Baker, Winnett. West participated in the closed session via teleconference.
- City Staff in attendance: City Manager Dan Berman, City Clerk Gabriel Adams.

II. PLEDGE OF ALLEGIANCE

III. ADJOURNMENT TO CLOSED SESSION

1. Government Code Section 54956.8: Real Estate Negotiations, Trinidad Memorial Lighthouse
2. Government Code Section 54956.9: Litigation Threat re: VDU Ordinance

IV. RECONVENE TO OPEN SESSION – *Nothing to report.*

V. APPROVAL OF AGENDA

*Motion (Baker/Winnett) to approve the agenda as written. **Passed 4-0.***

VI. APPROVAL OF MINUTES – March 09, 2016

*Motion (Fulkerson/Baker) to approve the minutes as written. **Passed unanimously.***

VII. COUNCIL MEMBER REPORTS:

West: (Absent)

Baker: Nothing to report.

Miller: RCEA discussing Community Choice Aggregate Program

Fulkerson: Meet the new air carrier PenAir at the airport on April 21. Upcoming Health Fair at Town Hall, and NCJ article on Carson Mansion

VIII. STAFF REPORTS:

City Manager Berman submitted a report to the City Council at the meeting highlighting various accomplishments and project status for the month, including;

- Measure Z Funding opportunity for second police deputy in Trinidad.
- Land movement at Lighthouse is being reviewed by engineers.
- Water leak repair on View Street due to Cherry Tree roots.
- Trinidad Rancheria considering Trust status for Harbor Area. Letter submitted for future discussion.

IX. ITEMS FROM THE FLOOR:

Katherine Wayne – Chamber of Commerce

Introduced Chamber E.D. Ashley Mobley, announced 28th Annual Member dinner, and looking for Fish Fest volunteers.

Susan Rotwein – Trinidad

Thanked the City Planner for working hard to get the second round of septic program letters mailed out. Also noted that the ATT phone line hanging across the Parker Creek Trail has finally been removed.

X. CONSENT AGENDA

1. Financial Status Reports for February 2016.
2. Approve Removal of Two Cherry Trees on View Street.
3. Letter of Support for NOAA's Trinidad Head Observatory Project.
4. Resolution 2016-03: Supporting the Renewal of North Coast Recycling Market Development Zone Re-designation.
5. Resolution 2016-04: Authorizing Submittal of Application for Payment Programs and Related Authorizations as-needed for CalRecycle Grants and Funding Opportunities.

Motion (Baker/Fulkerson) to approve the consent agenda as submitted. Passed 4-0.

XI. DISCUSSION/ACTION AGENDA:

1. Discussion/Decision Regarding Planning Commissioner Appointment

The recent resignation of Commissioner Lisa Espejo has left the Commission with one vacant position for a term through December 2018.

The current commissioners are:

Chair:	Mike Pinske	resident	Term expires December 2016
	Cliff Poulton	resident	Term expires December 2016
	Diane Stockness	resident	Term expires December 2018
	Richard Johnson	Trinidad area resident	Term expires December 2018

As of Wednesday, April 06 deadline, the city received (5) letters of interest for (1) vacant position. (4) Letters were received from individuals residing outside the city limits; **Katherine Wayne, Charles Netzow, Karen Glinden, and Andrew Hagen.** (1) Letter was received from in-city resident **Laura Scott.**

Trinidad Municipal Code 2.20.090 allows the Planning Commission to include up to (2) Commissioners that live outside the city limits. Qualifications are defined in that section.

Mayor Miller showed gratefulness for the applications received, but noted there was only 1 city resident that applied and that he felt obligated that the city must consider her qualifications first.

Laura Scott introduced herself as an HSU student, Larripun Café employee, city resident, and volunteer for the Trinidad Volunteer Fire Dept.

Public comment included:

Susan Rotwein: I have a problem with Scott. The ordinance clearly states that the Council may select a second member from the Trinidad Area "in the event there are no acceptable applicants from within the city limits..." There are 4 other balanced and reasonable candidates to consider. Scott will be disruptive and a distraction to the challenges the city currently faces.

Council comment included:

Miller: I have opinions too, but it's my job as a city representative to listen and hear both sides. I see Laura as being personally capable of handling the position. I feel obligated to consider Ms. Scott due to the ordinance giving preference to city residents.

Winnett: Echoed Miller's comments.

Fulkerson: I have never met Ms. Scott, but support her in a Planning Commission role. It is our job as representatives to listen, as opposed to being an advocate for one side or another.

Baker: I wrestled with this as well. Scott has strong opinions but that doesn't mean she can't evolve. She is appointed, not elected. The candidate must understand that it is important to maintain an open mind. Baker asked Scott what relevant experiences she has that will help her maintain a balanced role?

Scott stated that she would refer to her experience as a volunteer in medicine to treat all people without judgment as excellent training for this, and added that it was her first amendment right to come to the podium and speak freely at public meetings.

Motion (Fulkerson/Baker) to appoint Laura Scott to fill the term through December 2018. Passed 4-0.

- 2. Presentation from Humboldt County Convention and Visitors Bureau and Humboldt Lodging Alliance.**
City Manager Berman introduced Tony Smithers. Smithers serves as the Executive Director of both the Humboldt County Convention and Visitor's Bureau (HCCVB), and the Humboldt Lodging Alliance (HLA).

These two non-profit organizations both seek to promote Humboldt County as a tourist destination, with HLA focused specifically on increasing overnight lodging.

Smithers explained that the HCCVB is funded in part by the County and Cities, and is the official destination marketing organization for Humboldt County. The City of Trinidad has contributed to HCCVB in the past, but is not currently doing so. HLA was created as part of the creation of a Tourism Business Improvement District (TBID). With the support of the County and local Cities including Trinidad, lodging businesses voted to enact an additional 2% TOT tax. For lodging within the City, these funds pass through the City to HLA. The TBID will expire in 2017 unless renewed by a vote of the lodging businesses affected.

Smithers further explained the analytics behind both organization relative to their performance.

Public comment included:

Kathleen Lake – Trinidad

Money should be spent promoting residents, not beds.

Tom Davies – Trinidad

There's HLA% that's due back to the city. That money should be given to the HCCVB as the city's contribution. Trinidad doesn't need to spend more money to be promoted. I don't use the HCCVB website, and I'm not a NIMBY.

Patti Fleschner – Trinidad

I agree with Fulkerson and take the All-for-1, 1-for-All approach. We should be setting a tone of cooperation.

Council comments included:

Winnett: I've spent 6 years as a board member for this organization and it's a little embarrassing that Trinidad hasn't contributed.

Fulkerson: HCCVB is small-minded for taking the City of Arcata off their website for not contributing. That decision is absurd, but then again, I'm a socialist. I also understood that there would be a 25% kick-back that could be returned to the contributing cities. I'd like to see that money applied for by the City of Trinidad's representative on HLA. I'm not interested in contributing anything to the HCCVB.

Miller: HLA has a fair amount of funding, but the HCCVB never seems to have enough.

By consensus, the Council agreed to consider a nominal amount during the upcoming budget process.

3. Discussion/Decision regarding Consideration of Sales Tax Extension

City Manager Berman explained that the voter approved ¼% sales tax is scheduled to expire in April 2017. At the March 09 meeting the Council agreed that the add-on tax measure was vital to keeping up the level of service the City provides and that at minimum, continuation of the ¼% sales tax should be proposed to the voters. Council directed staff to move forward with the steps required to give the voters an opportunity to continue the sales tax measure on the November 2016 ballot. Public comments at that meeting encouraged the Council to consider other alternatives including a 1% tax increase. The discussion was continued to the April meeting for more deliberation.

Council needs to select the rate and duration of the sales tax measure. The June meeting is the final deadline to make this decision, but staff recommends acting sooner if possible.

SALES TAX RATE OPTIONS:

Two specific options were discussed at the March 09 meeting:

1. Continue the ¼% sales tax increase as-is, for another 4-years. This is what was done last time.
2. Propose a new 1% sales tax increase (duration was not discussed).

After discussing implementation options with representatives from the State Board of Equalization, hearing public comment and unanimous Council support for continuation of the current tax, staff would like the Council to be aware

that a new measure can be drafted without a set termination date. Staff see this as worth consideration. Staff specifically would recommend consideration of a third option

3. Propose the additional ¾% sales tax without a termination date.

This would avoid the cost and effort of renewing the measure every four years, maintain the current rate, and avoid additional implementation fees imposed by the BOE.

If the measure is approved, and in the future the City finds the additional tax unnecessary, a simple majority vote by the Council to rescind the Ordinance that put it into effect will terminate the add-on tax.

DEADLINES:

The City's November election ballot will ask the voters to decide on 1) the Sales Tax Measure, and 2) selecting 2 new Council members. There are deadlines shared with the Sales Tax election decision, and others that are independent from the Sales Tax election schedule:

FIRST DEADLINE: June 08, 2016 Council meeting:

1. Final decision to proceed or sunset the Sales Tax Increase must be made

SECOND DEADLINE: July 13, 2016 Council meeting:

1. If a decision is reached to continue the sales tax increase, the wording must be drafted and approved in a resolution. Staff will draft the resolution based upon the decision reached at the June meeting (or earlier) and include it for adoption at the July 13 Council meeting.
2. A second resolution will be required at this meeting to approve requesting that the City and County consolidate their elections. Clerk will have the resolution prepared for discussion/approval at this meeting regardless of the Sales Tax decision.

The next steps following the July 13 Council meeting deadline will be advised after each benchmark decision is reached. The Clerk's office will provide monthly updates and announcement to the Council regarding publishing deadlines and required notifications for both elements of the election.

Public comments included:

Leslie Farrar – Trinidad

I do not support a tax without a termination date.

Alan Grau – Trinidad

Why hasn't any of the T.O.T. funds been set aside for enforcement? Instead, residents have to police vacation rentals themselves. I won't support a tax without a termination date. Employees are paid generously. If you want to make my day, ban short term non-owner occupied rentals.

Katherine Wayne – Trinidad Area

On behalf of the County residents, I do not support 1%, or being taxed without representation, or without a termination date.

Susan Rotwein – Trinidad

I support ¾ or 1% with a termination date. We need to start prioritizing our spending.

Tom Davies – Trinidad

I support ¾% for 4-years, with public safety being a priority.

Council comment included:

Baker: I support public concern for a termination date. It gives the residents security knowing there will be accountability every 4-years.

Fulkerson: I support $\frac{3}{4}\%$ without a termination date. If you don't like it, you can join the Council and make the change. All it takes is a majority vote to rescind the tax. However, I'll vote with the Council on this one.

Miller: There are countless reasons that this additional tax is needed. Professional management, increasing regulations from the Feds and State, fair pay for workers, etc. I don't want to have a debate every 4 years why the city needs a manager. I support no termination date for the tax, but I'm afraid it will not pass without it. However, I do have faith that every 4 years it will be approved.

*Motion (Fulkerson) for $\frac{3}{4}\%$ increase with NO termination date. **Failed due to lack of second.***

*Motion (Baker) for 1% increase for 4-years. **Failed due to lack of second.***

*Motion (Winnett/Baker) for $\frac{3}{4}\%$ increase for 4-years. **Passed 3-1 (No = Fulkerson)***

XII. ADJOURNMENT

Meeting ended at 8:10pm.

Submitted by:

Gabriel Adams
City Clerk

Approved by:

Dwight Miller
Mayor

MINUTES OF THE SPECIAL MEETING OF THE TRINIDAD CITY COUNCIL
TUESDAY, MAY 10, 2016

I. CALL TO ORDER

- Mayor Fulkerson called the meeting to order at 6:00PM. Council members in attendance: Miller, Fulkerson, Baker. West – Absent.
- City Staff in attendance: City Manager Dan Berman, City Clerk Gabriel Adams.

II. PLEDGE OF ALLEGIANCE

III. ADJOURNMENT TO CLOSED SESSION

1. *Conference with legal council regarding active litigation. Tsurai Ancestral Society vs. City of Trinidad. Pursuant to California Government Code section 54956.9 (a)*

IV. RECONVENE TO OPEN SESSION

A settlement offer was made to the Tsurai Ancestral Society. Details will become public at a later date.

V. APPROVAL OF AGENDA

Motion (Fulkerson/Baker) to approve the agenda as written. Passed 3-0.

VI. APPROVAL OF MINUTES – No minutes to approve.

VII. COUNCIL MEMBER REPORTS:

West: (absent)

Baker: Nothing to report

Miller: The City has received numerous compliments to the Public Works Department for spring trimming of the trail system throughout town.

Fulkerson: HTA introduced the electric bus currently on order. Met 4 new families in town this month.

VIII. STAFF REPORTS:

City Manager Berman submitted a report to the City Council at the meeting highlighting various accomplishments and project status for the month.

IX. ITEMS FROM THE FLOOR:

Susan Rotwein – Trinidad

Crab season is finally open, everywhere except the area between the North Jetty and Orick. Encouraged the City to prioritize funding for the Measure Z match for a second sheriff deputy in 2016-2017. Neighbors on Ocean Avenue should be offered mediation support from the City because the City needs relief from them. It should assume a leadership role and offer to pay for the service to remove any barriers towards a compromise. We need to wrap our arms around those people and live as a community.

Jonna Kitchen – Trinidad

I live on Berry Road, and have recently welcomed 2 new families on our street. The north-bound park n ride along Frontage Road is becoming a focal point for crime once again, with an abandoned vehicle attracting bad energy. Crime and public safety should be our number 1 issue. The City should consider video taping or streaming it's meetings to give people who can't attend an opportunity to witness their government in action.

Alan Grau – Trinidad

I've been attending Planning Commission meetings for the last 8 months. The PC is concerned with T.O.T. revenue. Is this their job? Please instruct the PC to not focus on the necessity of this tax revenue.

Dorothy Cox – Trinidad

Concerned with safety on Ocean Avenue, and especially for the upcoming Fish Fest. Also concerned with transients parking in Ocean Alley that are associated with the residents.

X. CONSENT AGENDA

1. Accept Financial Status Reports for March 2016.
2. Draft Climate Change Report Comment Period
3. Letter of Support for Save Lives California, the \$2 per pack Tobacco Tax Act of 2016
4. Council request for staff update on ordinance and policies re: enforcement of safety and nuisance issues.
5. Cancel the Regular City Council Meeting set for Wednesday, May 11, 2016

Agenda item 4 was pulled for clarification. Fulkerson explained that the purpose of the future discussion item is to remind the community what the ordinances are and what the penalties are.

*Motion (Baker/West) to approve the consent agenda as amended. **Passed 3-0.***

XI. DISCUSSION/ACTION AGENDA:

1. Discussion/Decision to Appoint a new Councilmember to complete the remaining term through December 2018 left vacant by David Winnett's resignation.

The City has received (3) letters of interest from candidates willing to complete the remaining 2 ½ year term left vacant by the recent resignation of Councilmember David Winnett. The candidates are **Doren Morgan, Susan Tissot, and Kathleen Lake**. All three are Trinidad residents and eligible to serve the remaining term through December 2018.

Mayor Miller explained that he received a call from candidate Susan Tissot late last night stating she regrettably could not attend the interview due to an emergency. He asked the Council if they would consider postponing this item to a future meeting. All agreed.

Public comment included:

Susan Rotwein – Trinidad

Life happens. I understand family obligations, but the other two eligible candidates cleared their schedules to attend tonight and should not be asked to reschedule. There will be more opportunities to serve in the future with the upcoming election right around the corner.

Jonna Kitchen – Trinidad

Agreed with Rotwein.

Council comments included:

Baker: Ok with postponing as long as a meeting date can be set sooner than later. Within a week or 2?
Fulkerson agreed.

Miller: I would like to hear from all 3 candidates. Suggested Thursday, May 19th as a proposed meeting date.

*Motion (Baker/Fulkerson) to reschedule the candidate interview for Thursday, May 19 at 6pm. **Passed 3-0.***

2. Discussion/Decision regarding Resolution 2016-05: Calling for an election to propose extension of the sales tax increase, and Resolution 2016-06: Election Consolidation

City Manager Berman explained that at the April 13, 2016 meeting, Council directed staff to prepare documentation for a ballot measure for the November election regarding continuation of the sales tax add on.

Accordingly, two resolutions are proposed for consideration:

1. Resolution Calling for Election to Extend the Increase of the Transaction and Use (Sales) tax for four years, starting on April 1, 2017 and
2. Resolution Requesting the County to render election services.

Staff contacted the Board of Equalization (BOE) regarding their assessed costs. They confirmed that if the add on continues at the same level, no set up charges are assessed.

There was no public comment.

By consensus, the Council agreed that the language of the ballot measure should better explain that this is a "continued" sales tax measure.

Motion (Baker/Fulkerson) to approve Resolution 2016-06; Election Consolidation, and bring back Resolution 2016-05 with the ballot measure re-worded to reflect that this is a "continued" measure. Passed 3-0.

3. Discussion/Decision regarding Resolution 2016-07; Amending Vacation Dwelling Unit Permit Fee.

City Manager Berman explained that the current fee schedule has the VDU license renewal fee at \$60. Council can increase the fee by resolution. Staff recommends increasing this fee to \$300. Reviewing the renewal applications this year will require time from the Building Inspector, City Planner, and City Manager, including field inspections for signage, parking, and interior building inspections of many homes.

Staff anticipates that the effort, and therefore the fee, for renewals will decline significantly in the future and plan to bring the fee back for consideration at that time. In the absence of a fee increase, the city's costs in excess of the fees are borne by the general fund. The recommendation before the Council tonight is to adopt Resolution 2016-07 increasing the renewal fee for VDU Licenses to \$300.

Council questions/clarifications included:

Baker: Can Staff track time for implementation?

Miller: Septic and VDU programs are very time consuming.

Fulkerson: Does this include all background work and inspections? My socialist perspective envisions more of a sliding scale based on the per/night rate. Are enforcement costs being recovered?

Public comment included:

Barbara Wright – Trinidad

Seems like some of the Occupancy Tax should be used to cover these issues.

Steve Ruth – Trinidad

I share both Baker and Fulkerson's concerns. All VDU's should be handled equally.

Jonna Kitchen – Trinidad

On behalf of many VDU owners, she read a letter from Redding Attorney Walt McNeill, challenging the city's authority to raise the fee, and questioned the legality of such fees distinguishing the difference between a fee and a tax.

Tom Davies – Trinidad

Someone should come in and analyze all fees for the City eventually. \$300 sounds fair to me.

Susan Rotwein – Trinidad

I agree with Tom. All fees should be looked at. Inspection time should be billed to the owner. However, this seems like a pretty extreme increase from last year's initial fee.

Leslie Farrar – Trinidad

My proposal is to have the applicants pay all costs associated with their permit, and provide all verifications to the City. Let's be professional about this instead of promoting a climate of distrust.

Alan Grau – Trinidad

Yearly inspections for all VDU's should be required.

Council comments included:

Fulkerson: Tracking expenses and using Occupancy Taxes for enforcement are both good ideas. Let's get the language straight regarding whether this is a fee or a tax. All VDU's should be treated fairly, and all application materials should be supplied to the City at the time of submittal. \$300 seems ok to me.

Baker: It's important to not charge more than what it costs to process the permit. \$300 seems conservative.

Miller: Should we have McNeill's letter reviewed by the City Attorney? I support moving forward today, and also having this issue addressed further. **Fulkerson** agreed.

Motion (Baker/Fulkerson) to adopt Resolution 2016-07; increasing the application and renewal fees for VDU's to \$300. Passed 3-0.

4. Presentation/Discussion regarding Draft 2016-2017 Budget

City Manager Berman explained that staff is presenting an overview of the draft General Fund Budget for the coming year and seek Council and public input and guidance in preparing a draft final budget for adoption in June. The full general fund budget is a long list of revenue and expense accounts, spread across four categories – Administrative, Public Works, Police, and Fire. Staff is developing a summary format which groups expenses into broader categories for clearer presentation.

Revenue Discussion

Current estimates of General Fund Revenue are up slightly from the current year's budget, at almost \$600,000. This is based on current financials for this year. Expenses are higher in some areas, lower in others. For instance, the City budgeted for a wage analysis but has never completed the project. Since staff time is one of the biggest expenditures, the Council may want to consider this in the upcoming fiscal year if the City can afford it.

Sales Tax Measure - If the local sales tax measure is not renewed by the community this fall, it will expire next spring, reducing GF revenue by approximately \$25,000 in next year's budget, and \$100,000 in the subsequent year. Staff recommends assuming the measure does not pass for this budget, and revising the budget in the winter if it does. This puts a \$25,000 deficit in the budget without accompanying adjustments to expenses.

TOT Revenue – Staff assumes that revisions to the VDU Ordinance will not have a substantial impact on TOT revenue in the coming year's budget. Changes would not likely take effect until late in the fiscal year. As a revised ordinance gets closer to being finalized, and the timeline becomes clearer, staff will assess the budget impacts and propose any necessary budget adjustments.

Public Safety

The current budget includes \$188,000 in contract expenses with the County Sheriff. This includes one full time deputy at \$150,000 and one additional shift a week at \$38,000. We receive a state public safety grant for \$100,000 a year, leaving a general fund expense of \$88,000/yr. Partial success in applying for Measure Z funding presents an opportunity to increase our public safety coverage, but also presents a budgeting challenge. We applied for \$150,000 to cover a second full time deputy sheriff. The County is on track to approve half our request: \$75,000 for the coming year. That leaves us to come up with the other \$75,000. If we apply the 'extra shift' money, we are still left with an additional \$37,000 shortfall to cover the second deputy. The budget is barely in balance without this increased expenditure.

Public comment included:

Alan Grau – Trinidad

It would be worth doing a wage analysis due to questions about staff expenses.

Leslie Farrar – Trinidad

It is not worthwhile to spend money on a wage study. We should focus more on how much it costs the city to operate relative to how many people are in the town. Can we afford everything we're doing? Public safety should be the main priority.

Steve Ruth – Trinidad

I've seen a significant improvement in Trinidad over the last 10 years. Sales tax, street lights, Parks, Museum, Library, and the concerns for the environment surrounding us. Water is important too. This is a visitor-focused town. Unfortunately Trinidad ends up on the cover of Sunset and AAA magazines. Is there a reserve? And how is it being invested?

Tom Davies – Trinidad

Trinidad should consider hiring a retired security guard to drive around town with a flashlight at night.

Council comments included:

Fulkerson: Trinidad has national appeal. Many extra services are needed to keep the town running properly. Have the responsibility of being surrounded on 2 sides by the Pacific Ocean is huge. It is very tricky to do a population comparison. There is very little to compare it with. I feel very safe here. More police won't change the problem. Maybe we should look into having our own in-house Police Department again, or City Planner?

Miller agreed. Wages may be relatively low, and the cost of running a government that's responsive to it's residents is going up.

No decision was made. Presentation item only.

XII. ADJOURNMENT

Meeting ended at 9:15pm.

Submitted by:

Gabriel Adams
City Clerk

Approved by:

Dwight Miller
Mayor

DRAFT

MINUTES OF THE SPECIAL MEETING OF THE TRINIDAD CITY COUNCIL
THURSDAY, MAY 19, 2016

I. CALL TO ORDER

- Mayor Fulkerson called the meeting to order at 6:00PM. Council members in attendance: Miller, Fulkerson, Baker. West – Absent.
- City Staff in attendance: City Manager Dan Berman, City Clerk Gabriel Adams.

II. PLEDGE OF ALLEGIANCE

III. APPROVAL OF AGENDA

Motion (Fulkerson/Baker) to approve the agenda as written. Passed 3-0.

IV. ITEMS FROM THE FLOOR:

Alan Grau – Trinidad

Attended the Planning Commission meeting last night. It was very frustrating. I've been asking for non-owner occupied VDU's to only be allowed in non-residential areas but I am being ignored. I would like to see a joint meeting of the Planning Commission and City Council. I've been told that the Coastal Commission would not approve my proposal. Is that true? Questioned the PC's role and made various criticisms of the staff and process.

VII. CONSENT AGENDA – None.

VIII. DISCUSSION/ACTION AGENDA:

1. Discussion/Decision to Appoint a new Council member to complete the remaining term through December 2018 left vacant by David Winnett's resignation.

The City has received (3) letters of interest from candidates willing to complete the remaining 2 ½ year term left vacant by the recent resignation of Councilmember David Winnett. The candidates are: **Doren Morgan, Susan Tissot, and Kathleen Lake.**

All three are Trinidad residents and eligible to serve the remaining term through December 2018.

The Council will interview the candidates. The interview will have (5) questions, to be scored. Additionally (2) summary items will be scored. The Council's scoring matrix has been prepared and provided to each candidate in advance of the meeting. Each candidate will be offered approximately 2 minutes per response. Scores will be tallied, Mayor Miller will announce the highest total, and second place if close. Then, a motion to appoint will be offered. After the meeting all scoring sheets will be in the public record.

As a reminder, (2) more seats will be up this November 2016. The nomination period will begin in July. Anyone not selected will be encouraged to apply for the upcoming full 4-year term positions.

Council clarification points included:

Fulkerson: This is not about question #5 regarding VDU's. The issues of this City are broad and vast. A majority vote of 3 is needed to appoint someone tonight. I'm personally only interested in hearing the strengths that each candidate brings to the table, nothing else.

Public comment included:

Barbara Wright – Trinidad

I support Doren Morgan. He is well qualified and will bring a well-balanced approach to the Council.

Pat Morales – Trinidad

I support Kathleen Lake. She's very active in City politics and her family is active in the community as well.

Susan Rotwein – Trinidad

I support Doren Morgan. He's well qualified, and I would like the Council to acknowledge approximately 20 letters of support for him that were sent to the City for consideration. I would also like to call to your attention that nearly the entire letter candidate Kathleen Lake wrote to you was copied from an application made to the Flagstaff Arizona City Council and therefore should be disqualified. (Copies of the letter were submitted to each Councilmember and to the Clerk for public record).

Interview Questions:

1. *What interests you about serving on the Trinidad City Council?*

Morgan: (Read from a prepared outline) Serving the people is the primary goal. The issues facing Trinidad extend beyond its city limits. We have a responsibility to serve the residents and tourists alike.

Tissot: Touched on her connection to Trinidad, and the experience she has to offer to the City in the role of Councilmember.

Lake: (Read from a prepared statement) She attends all meetings, volunteers, has a vast knowledge of city policies and local issues, engaged, and has a large network of friends and fellow activists. Change is good.

2. *What do you consider to be the most important attributes of an elected or appointed public official such as a City councilperson?*

Morgan: To have thick skin. This is not a popularity contest. It is tough to endure, but it takes a good listener with an open mind to find solutions and reach conclusions that are based on solid, financial and legal basis. Not based on feelings, but facts.

Tissot: Serving the public means to not have an agenda, and to serve the greater good. Hearing all sides of the issues. Transparency. Being a good listener.

Lake: (Read from a prepared statement) The public process can be time consuming. Lead by example. Establishing social connections. Informal linkages. Council will need to recognize many residents, not just a few. Put residents first.

3. *What are Trinidad's greatest assets?*

Lake: (Read from a prepared statement) Passionate residents, history, voluntary organizations; Garden Club, Civic Club, Lions Club, Land Trust, etc... Trinidad School, Post Office, Infrastructure, Economy – formal, informal, traditional.

Morgan: People are the greatest assets, good or bad. I'm proud to live here because there's nothing like it anywhere else. The natural beauty is one of the best assets. Volunteers.

Tissot: Agree with Morgan... the people, the location, and natural beauty provide opportunities to residents. The School, businesses, and the Mayberry feeling. It's truly a special community.

4. *Without offering solutions, what do you see as the top concerns of the City of Trinidad? Currently? Ten years from now?*

Morgan: Managing Trinidad's popularity without causing undue stress on our locals. Avoid legal conflicts. The Marijuana industry has a huge impact on local business and will have a rippling effect on the county over the next 10 years. We need to protect our residents. Tourism is a great asset to have. That's our job. Manage the town for the good of all the residents.

Tissot: People fall in love with Trinidad. It is one of the last frontiers. Balancing visitors and tourism with local needs. Affordable housing. Tsurai Village. Growth pressure. Public safety.

Lake: (Read from a prepared statement) 38% of housing on Ocean Avenue is vacation rentals. Balancing neighborhoods. Budget strategy. In-house City Planner. Public Safety. Budget unpredictability. Disaster planning and strategic planning. Building relationships by using existing assets.

5. The vacation rental, or VDU, issue is "hot" right now. Our VDU Ordinance started operating in August of 2015, and we have found many areas of "leakage" where unanticipated problems have arisen. The Council is planning revisions. Just now the Planning Commission is hearing public input & preparing recommendations for revisions. In June, July, and August we expect the Council to pass revisions, and send those on to the Coastal Commission for final approval. As a new Council person, how do you imagine dealing with this hotly debated issue?

Tissot: Dialog, patience, transparency and a welcoming process. Knowing when and where to compromise. Balancing quality of life and preserving the local nature of the town.

Lake: (Read from a prepared statement) Patience and dignity. The public is the client. Are the benefits at the resident's expense? Base decisions on facts. No one is expendable. When I joined the volunteer fire department I learned everything on my own. Consider the person before the condition.

Morgan: Have a VDU happy hour. We all want the same thing. Safe environment, revenues, etc. At first I thought that taking away someone's property right was bad, but as I listened to the conversations I realized that there are issues. I'm shocked that we're still dealing with it, frankly, because there are many other important issues that need to be addressed.

Summary Scores:

6. Synthesis of submitted documents (letters-of-interest and/or resume/CV)
7. Synthesis of the interview

Council took a ten-minute break to tally the scores.

Council comment included:

Miller: Presented the high score awarded to **Susan Tissot** and invited her to join the Council by unanimous support from the Council.

Fulkerson: Liked the way Tissot responded to other applicant's statements, her long-term vision, and life experience. Thanked the other candidates.

Baker: Complimented Tissot on her years of Executive Director experience. Agreed with Fulkerson.

*Candidate **Kathleen Lake** noted her error in copying the content of her letter, stating she often cuts and pastes material into her documents, and apologized to the Council for her actions.*

Miller described Lake as a person of high integrity and asked that she consider running in the November election.

City Clerk Adams administered the Oath of Office to Tissot and she joined the Council for the next discussion item.

2. Continued Discussion/Decision regarding Resolution 2016-05: Calling for an election to propose extension of the sales tax increase.

City Manager Berman explained that edits were made to the Resolution as directed by Council at the May 10 meeting to emphasize that this is a "continued" extension, not a new one.

Public comment included:

Rocky Whitlow – Trinidad Area

Opposes the tax and the effects it has on those that live outside the city but share the zip code of 95570. Taxation without representation is not legal.

*Motion (Fulkerson/Baker) to approve Resolution 2016-05. **Passed 3-0.***

XII. ADJOURNMENT

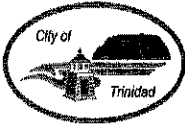
Meeting ended at 7:45pm.

Submitted by:

Gabriel Adams
City Clerk

Approved by:

Dwight Miller
Mayor



CONSENT AGENDA ITEM 1

SUPPORTING DOCUMENTATION FOLLOWS WITH: 9 PAGES

1. Financial Status Reports for April 2016.

City of Trinidad
Statement of Revenues and Expenditures - GF Revenue
From 4/1/2016 Through 4/30/2016

	Current Month	Year to Date	Total Budget - Original	% of Budge
Revenue				
41010	PROPERTY TAX - SECURED	0.00	42,933.43	91,500.00 (53.08)%
41020	PROPERTY TAX - UNSECURED	0.00	2,982.11	3,300.00 (9.63)%
41040	PROPERTY TAX-PRIOR UNSECURED	0.00	35.84	50.00 (28.32)%
41050	PROPERTY TAX - CURRENT SUPPL	0.00	256.99	900.00 (71.45)%
41060	PROPERTY TAX-PRIOR SUPPL	0.00	64.30	200.00 (67.85)%
41071	MOTOR VEHICLES	0.00	81.48	1,000.00 (91.85)%
41110	PROPERTY TAX EXEMPTION	0.00	604.11	1,300.00 (53.53)%
41130	PUBLIC SAFETY 1/2 CENT	0.00	913.80	1,600.00 (42.89)%
41140	PROPERTY TAX - DOCUMENTARY RE	0.00	2,520.10	1,200.00 110.01%
41190	PROPERTY TAX ADMINISTRATION FE	0.00	(1,076.00)	(2,420.00) (55.54)%
41200	LAFCO Charge	0.00	(1,503.76)	(1,200.00) 25.31%
41210	IN-LIEU SALES & USE TAX	0.00	9,825.55	27,500.00 (64.27)%
41220	IN LIEU VLF	0.00	13,919.00	28,000.00 (50.29)%
42000	SALES & USE TAX	20,847.30	153,723.53	200,000.00 (23.14)%
43000	TRANSIENT LODGING TAX	10,625.13	144,645.74	120,000.00 20.54%
43100	TRANSIENT LODGING TAX-TBID	0.00	(3,454.28)	0.00 0.00%
47310	VEHICLE LICENSE COLLECTION	0.00	148.04	0.00 0.00%
53010	COPY MACHINE FEE	25.00	25.00	30.00 (16.67)%
53020	INTEREST INCOME	812.87	3,153.16	6,000.00 (47.45)%
53090	OTHER MISCELLANEOUS INCOME	180.73	20,052.69	1,000.00 ,905.27%
54020	PLANNER- APPLICATION PROCESSIN	0.00	6,650.00	6,000.00 10.83%
54050	BLDG.INSAPPLICATION PROCESSI	919.50	10,817.10	7,000.00 54.53%
54100	ANIMAL LICENSE FEES	0.00	15.00	200.00 (92.50)%
54150	BUSINESS LICENSE TAX	120.00	8,358.00	11,500.00 (27.32)%
54300	ENCROACHMENT PERMIT FEES	0.00	100.00	400.00 (75.00)%
56400	RENT - VERIZON	2,125.89	20,786.69	23,000.00 (9.62)%
56500	RENT - HARBOR LEASE	0.00	5,135.00	5,125.00 0.20%
56550	RENT - PG& E	0.00	0.00	9,500.00 100.00)%
56650	RENT - SUDDENLINK	8,837.34	14,007.70	3,800.00 268.62%
56700	RENT - TOWN HALL	480.00	4,832.00	5,000.00 (3.36)%
59999	INTERDEPARTMENTAL TRANSFER INC	0.00	0.00	30,000.00 100.00)%
	Total Revenue	44,973.76	460,552.32	581,485.00 (20.80)%

City of Trinidad
Statement of Revenues and Expenditures - GF Expense
201 - GFAdmin
From 4/1/2016 Through 4/30/2016

		Current Month	Year to Date	Total Budget - Original	% of Budget
	Expense				
60900	HONORARIUMS	250.00	2,500.00	3,000.00	16.67%
61000	EMPLOYEE GROSS WAGE	8,965.00	94,695.45	112,705.00	15.98%
61470	FRINGE BENEFITS	46.16	530.84	600.00	11.53%
65100	DEFERRED RETIREMENT	391.97	4,134.23	4,941.00	16.33%
65200	MEDICAL INSURANCE AND EXPENSE	957.01	9,168.69	11,389.00	19.50%
65250	Health Savings Program	0.00	508.74	0.00	0.00%
65300	WORKMEN'S COMP INSURANCE	0.00	(4,499.30)	3,832.00	217.41%
65500	EMPLOYEE MILEAGE REIMBURSEMENT	18.42	548.82	750.00	26.82%
65600	PAYROLL TAX	717.99	7,543.55	9,000.00	16.18%
65800	Grant Payroll Allocation	(902.93)	(5,318.24)	(6,278.00)	15.29%
68090	CRIME BOND	0.00	455.00	455.00	0.00%
68200	INSURANCE - LIABILITY	0.00	14,283.75	8,314.00	(71.80)%
68300	PROPERTY & CASUALTY	0.00	3,859.05	4,225.00	8.66%
71110	ATTORNEY-ADMINISTRATIVE TASKS	0.00	4,735.00	10,000.00	52.65%
71130	ATTORNEY-LITIGATION	0.00	0.00	10,000.00	100.00%
71160	ACCOUNTING	808.70	2,585.89	0.00	0.00%
71210	CITY ENGINEER-ADMIN. TASKS	0.00	3,458.50	2,000.00	(72.92)%
71310	CITY PLANNER-ADMIN. TASKS	6,217.10	47,921.03	38,000.00	(26.11)%
71410	BLDG INSPECTOR-ADMIN TASKS	460.00	3,602.89	4,500.00	19.94%
71420	BLDG INSPECTOR-PERMIT PROCESS	0.00	400.00	12,000.00	96.67%
71510	ACCOUNTANT-ADMIN TASKS	768.00	7,951.34	14,000.00	43.20%
71620	AUDITOR-FINANCIAL REPORTS	0.00	13,572.00	15,500.00	12.44%
72000	CHAMBER OF COMMERCE	689.52	13,110.35	13,200.00	0.68%
72100	BAD DEBTS	0.00	458.92	0.00	0.00%
74200	REIMBURSED GRANT ADMIN EXP	0.00	0.00	(500.00)	100.00%
75110	FINANCIAL ADVISOR/TECH SUPPORT	130.00	1,952.50	5,500.00	64.50%
75160	LIBRARY RENT & LOCAL CONTRIB.	0.00	1,500.00	500.00	(200.00)%
75170	RENT	650.00	6,500.00	8,200.00	20.73%
75180	UTILITIES	535.85	7,612.20	8,500.00	10.44%
75190	DUES & MEMBERSHIP	0.00	125.92	500.00	74.82%
75200	MUNICIPAL/UPDATE EXPENSE	0.00	3,810.51	4,500.00	15.32%
75220	OFFICE SUPPLIES & EXPENSE	148.37	4,433.93	5,500.00	19.38%
75240	BANK CHARGES	0.00	160.00	250.00	36.00%
75300	CONTRACTED SERVICES	0.00	(888.15)	8,000.00	111.10%
75990	MISCELLANEOUS EXPENSE	0.00	2,883.29	500.00	(476.66)%
76110	TELEPHONE	43.17	1,858.38	1,550.00	(19.90)%
76130	CABLE & INTERNET SERVICE	304.92	2,967.85	3,300.00	10.07%
76150	TRAVEL	0.00	0.00	1,500.00	100.00%
78160	BUILDING REPAIRS & MAINTENANCE	0.00	181.58	0.00	0.00%
78170	SECURITY SYSTEM	0.00	0.00	1,500.00	100.00%
78190	MATERIALS, SUPPLIES & EQUIPMEN	0.00	1,360.81	1,000.00	(36.08)%
	Total Expense	21,199.25	260,665.32	322,433.00	19.16%

City of Trinidad
Statement of Revenues and Expenditures - GF Expense
301 - Police
From 4/1/2016 Through 4/30/2016

		<u>Current Month</u>	<u>Year to Date</u>	<u>Total Budget - Original</u>	<u>% of Budget</u>
	Expense				
61000	EMPLOYEE GROSS WAGE	266.15	2,955.69	3,427.00	13.75%
65300	WORKMEN'S COMP INSURANCE	0.00	0.00	117.00	100.00%
65600	PAYROLL TAX	20.36	226.16	262.00	13.68%
65800	Grant Payroll Allocation	(25.62)	(40.26)	0.00	0.00%
75170	RENT	650.00	6,500.00	8,190.00	20.63%
75180	UTILITIES	144.67	2,025.01	2,500.00	19.00%
75220	OFFICE SUPPLIES & EXPENSE	0.00	0.00	400.00	100.00%
75300	CONTRACTED SERVICES	9,600.00	59,033.50	88,085.00	32.98%
75350	ANIMAL CONTROL	113.00	1,130.00	1,500.00	24.67%
75990	MISCELLANEOUS EXPENSE	0.00	0.00	500.00	100.00%
76110	TELEPHONE	22.18	833.85	1,200.00	30.51%
	Total Expense	<u>10,790.74</u>	<u>72,663.95</u>	<u>106,181.00</u>	<u>31.57%</u>

City of Trinidad
Statement of Revenues and Expenditures - GF Expense
401 - Fire
From 4/1/2016 Through 4/30/2016

		<u>Current Month</u>	<u>Year to Date</u>	<u>Total Budget - Original</u>	<u>% of Budget</u>
	Expense				
60900	HONORARIUMS	150.00	1,500.00	1,800.00	16.67%
75180	UTILITIES	39.50	433.30	1,150.00	62.32%
75190	DUES & MEMBERSHIP	0.00	0.00	100.00	100.00%
75280	TRAINING / EDUCATION	0.00	0.00	400.00	100.00%
75300	CONTRACTED SERVICES	0.00	144.00	23,500.00	99.39%
76110	TELEPHONE	99.71	1,026.03	720.00	(42.50)%
76140	RADIO & DISPATCH	0.00	831.50	450.00	(84.78)%
78140	VEHICLE FUEL & OIL	0.00	127.57	350.00	63.55%
78150	VEHICLE REPAIRS	0.00	431.15	2,500.00	82.75%
78160	BUILDING REPAIRS & MAINTENANCE	240.00	240.00	500.00	52.00%
78190	MATERIALS, SUPPLIES & EQUIPMEN	20.27	1,785.83	2,500.00	28.57%
78200	EQUIPMENT REPAIRS & MAINTENANC	368.00	368.00	400.00	8.00%
	Total Expense	<u>917.48</u>	<u>6,887.38</u>	<u>34,370.00</u>	<u>79.96%</u>

City of Trinidad
Statement of Revenues and Expenditures - GF Expense
501 - PW (Public Works)
From 4/1/2016 Through 4/30/2016

		Current Month	Year to Date	Total Budget - Original	% of Budget
Expense					
61000	EMPLOYEE GROSS WAGE	5,255.52	56,246.10	64,837.44	13.25%
61250	OVERTIME	0.00	0.00	500.00	100.00%
65100	DEFERRED RETIREMENT	586.91	6,093.04	7,207.64	15.46%
65200	MEDICAL INSURANCE AND EXPENSE	1,971.43	17,932.19	24,074.23	25.51%
65250	Health Savings Program	0.00	895.58	0.00	0.00%
65300	WORKMEN'S COMP INSURANCE	0.00	0.00	2,280.30	100.00%
65600	PAYROLL TAX	444.94	4,622.30	5,682.06	18.65%
65800	Grant Payroll Allocation	(318.51)	(18,239.35)	(24,428.00)	25.33%
71210	CITY ENGINEER-ADMIN. TASKS	4,660.50	8,235.50	5,500.00	(49.74)%
71250	CITY ENGINEER - PROJECT FEES	0.00	0.00	5,000.00	100.00%
75180	UTILITIES	0.00	103.50	0.00	0.00%
75280	TRAINING / EDUCATION	0.00	796.85	0.00	0.00%
75300	CONTRACTED SERVICES	0.00	930.00	28,000.00	96.68%
75370	UNIFORMS/PERSONAL EQUIP.	0.00	86.98	450.00	80.67%
76110	TELEPHONE	0.00	58.83	0.00	0.00%
78100	STREET MAINT/REPAIR/SANITATION	330.50	500.79	10,000.00	94.99%
78120	STREET LIGHTING	372.63	3,673.70	4,500.00	18.36%
78130	TRAIL MAINTENANCE	105.30	3,452.30	2,500.00	(38.09)%
78140	VEHICLE FUEL & OIL	300.85	3,260.16	4,800.00	32.08%
78150	VEHICLE REPAIRS	1,209.42	4,676.16	2,000.00	(133.81)%
78160	BUILDING REPAIRS & MAINTENANCE	0.00	46,053.04	12,000.00	(283.78)%
78180	OTHER REPAIR & MAINTENANCE	0.00	20.51	0.00	0.00%
78190	MATERIALS, SUPPLIES & EQUIPMEN	1,002.85	4,463.83	6,500.00	31.33%
78200	EQUIPMENT REPAIRS & MAINTENANC	0.00	648.68	500.00	(29.74)%
79120	WATER PLANT CHEMICALS	0.00	982.58	0.00	0.00%
	Total Expense	15,922.34	145,493.27	161,903.67	10.14%

City of Trinidad
Statement of Revenues and Expenditures - Monthly Reports
204 - IWM
From 4/1/2016 Through 4/30/2016

		<u>Current Period Actual</u>	<u>Current Year Actual</u>	<u>Total Budget - Original</u>	<u>% of Budget</u>
	Revenue				
47650	RECYCLING REVENUE	394.27	7,263.48	5,200.00	39.68%
56150	FRANCHISE FEES	0.00	0.00	7,000.00	(100.00)%
	Total Revenue	<u>394.27</u>	<u>7,263.48</u>	<u>12,200.00</u>	<u>(40.46)%</u>
	Expense				
61000	EMPLOYEE GROSS WAGE	850.41	9,070.87	10,313.00	12.04%
65100	DEFERRED RETIREMENT	102.04	1,088.70	1,314.00	17.15%
65200	MEDICAL INSURANCE AND EXPENSE	402.49	3,654.77	5,017.00	27.15%
65250	Health Savings Program	0.00	176.68	0.00	0.00%
65300	WORKMEN'S COMP INSURANCE	0.00	0.00	372.00	100.00%
65600	PAYROLL TAX	72.86	777.29	938.00	17.13%
65800	Grant Payroll Allocation	(14.02)	(224.09)	0.00	0.00%
75120	WASTE RECYCLING PICKUP/DISPOSA	0.00	0.00	500.00	100.00%
75130	GARBAGE	0.00	131.18	0.00	0.00%
78100	STREET MAINT/REPAIR/SANITATION	0.00	55.60	0.00	0.00%
78190	MATERIALS, SUPPLIES & EQUIPMEN	0.00	972.90	1,200.00	18.93%
	Total Expense	<u>1,413.78</u>	<u>15,703.90</u>	<u>19,654.00</u>	<u>20.10%</u>
	Net Income	<u>(1,019.51)</u>	<u>(8,440.42)</u>	<u>(7,454.00)</u>	<u>13.23%</u>

City of Trinidad
Statement of Revenues and Expenditures - Monthly Reports
601 - Water
From 4/1/2016 Through 4/30/2016

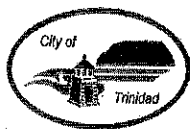
		Current Period Actual	Current Year Actual	Total Budget - Original	% of Budget
Revenue					
53020	INTEREST INCOME	0.00	0.00	1,500.00	(100.00)%
53090	OTHER MISCELLANEOUS INCOME	0.00	4,353.90	2,500.00	74.16%
57100	WATER SALES	23,945.93	246,984.55	305,000.00	(19.02)%
57200	Water Sales - Wholesale	180.00	6,600.00	0.00	0.00%
57300	NEW WATER HOOK UPS	0.00	0.00	2,000.00	(100.00)%
57500	WATER A/R PENALTIES	669.08	(246.34)	1,000.00	(124.63)%
	Total Revenue	24,795.01	257,692.11	312,000.00	(17.41)%
Expense					
61000	EMPLOYEE GROSS WAGE	8,010.22	85,906.76	101,244.00	15.15%
61250	OVERTIME	0.00	0.00	500.00	100.00%
65100	DEFERRED RETIREMENT	932.40	9,823.07	11,708.00	16.10%
65200	MEDICAL INSURANCE AND EXPENSE	3,168.78	29,003.29	37,110.00	21.85%
65250	Health Savings Program	0.00	1,338.30	0.00	0.00%
65300	WORKMEN'S COMP INSURANCE	0.00	(2,422.70)	3,495.00	169.32%
65600	PAYROLL TAX	682.24	7,195.29	8,759.00	17.85%
65800	Grant Payroll Allocation	(3,247.53)	(25,056.54)	(25,594.00)	2.10%
68090	CRIME BOND	0.00	245.00	0.00	0.00%
68200	INSURANCE - LIABILITY	0.00	7,391.25	4,477.00	(65.09)%
68300	PROPERTY & CASUALTY	0.00	2,077.95	2,275.00	8.66%
71110	ATTORNEY-ADMINISTRATIVE TASKS	0.00	0.00	1,000.00	100.00%
71160	ACCOUNTING	435.45	1,392.41	0.00	0.00%
71210	CITY ENGINEER-ADMIN. TASKS	0.00	0.00	4,000.00	100.00%
71510	ACCOUNTANT-ADMIN TASKS	0.00	3,867.96	6,500.00	40.49%
71620	AUDITOR-FINANCIAL REPORTS	0.00	6,615.00	7,000.00	5.50%
72100	BAD DEBTS	0.00	0.00	350.00	100.00%
75150	PROPERTY TAX	0.00	93.90	0.00	0.00%
75180	UTILITIES	781.01	9,192.53	13,000.00	29.29%
75190	DUES & MEMBERSHIP	0.00	981.29	1,000.00	1.87%
75220	OFFICE SUPPLIES & EXPENSE	38.80	2,360.84	3,750.00	37.04%
75240	BANK CHARGES	0.00	10.00	0.00	0.00%
75280	TRAINING / EDUCATION	0.00	490.00	500.00	2.00%
75300	CONTRACTED SERVICES	0.00	0.00	25,000.00	100.00%
76110	TELEPHONE	80.15	1,654.21	1,100.00	(50.38)%
76130	CABLE & INTERNET SERVICE	61.95	619.50	750.00	17.40%
76160	LICENSES & FEES	0.00	2,363.45	2,750.00	14.06%
78120	STREET LIGHTING	0.00	0.00	1,600.00	100.00%
78140	VEHICLE FUEL & OIL	83.98	633.06	1,500.00	57.80%
78150	VEHICLE REPAIRS	0.00	5,169.68	2,000.00	(158.48)%
78160	BUILDING REPAIRS & MAINTENANCE	0.00	284.61	1,000.00	71.54%
78170	SECURITY SYSTEM	0.00	558.49	500.00	(11.70)%
78190	MATERIALS, SUPPLIES & EQUIPMEN	0.00	418.54	12,500.00	96.65%
78200	EQUIPMENT REPAIRS & MAINTENANC	0.00	0.00	1,000.00	100.00%
79100	WATER LAB FEES	115.00	2,264.00	3,500.00	35.31%
79120	WATER PLANT CHEMICALS	0.00	3,734.84	9,500.00	60.69%
79130	WATER LINE HOOK-UPS	0.00	0.00	2,000.00	100.00%
79150	WATER LINE REPAIR	0.00	17,710.76	15,000.00	(18.07)%
79160	WATER PLANT REPAIR	7,327.83	18,107.47	17,000.00	(6.51)%
90000	Capital Reserves	0.00	0.00	15,000.00	100.00%
	Total Expense	18,470.28	194,024.21	292,774.00	33.73%

City of Trinidad
Statement of Revenues and Expenditures - Monthly Reports
601 - Water
From 4/1/2016 Through 4/30/2016

	<u>Current Period Actual</u>	<u>Current Year Actual</u>	<u>Total Budget - Original</u>	<u>% of Budget</u>
Net Income	<u>6,324.73</u>	<u>63,667.90</u>	<u>19,226.00</u>	<u>231.16%</u>

City of Trinidad
Statement of Revenues and Expenditures - Monthly Reports
701 - Cemetery
From 4/1/2016 Through 4/30/2016

		Current Period Actual	Current Year Actual	Total Budget - Original	% of Budget
	Revenue				
58100	CEMETERY PLOT SALES	2,010.00	10,022.50	9,500.00	5.50%
58150	Cemetery Plot Refunds	0.00	(1,410.00)	0.00	0.00%
	Total Revenue	2,010.00	8,612.50	9,500.00	(9.34)%
	Expense				
61000	EMPLOYEE GROSS WAGE	1,075.47	11,349.76	12,956.00	12.40%
65100	DEFERRED RETIREMENT	129.06	1,362.21	1,663.00	18.09%
65200	MEDICAL INSURANCE AND EXPENSE	501.49	4,630.23	6,413.00	27.80%
65250	Health Savings Program	0.00	220.70	0.00	0.00%
65300	WORKMEN'S COMP INSURANCE	0.00	0.00	471.00	100.00%
65600	PAYROLL TAX	92.12	972.30	1,187.00	18.09%
65800	Grant Payroll Allocation	(26.02)	(329.52)	0.00	0.00%
75180	UTILITIES	43.05	641.37	700.00	8.38%
78190	MATERIALS, SUPPLIES & EQUIPMEN	0.00	0.00	1,200.00	100.00%
	Total Expense	1,815.17	18,847.05	24,590.00	23.35%
	Net Income	194.83	(10,234.55)	(15,090.00)	(32.18)%



CONSENT AGENDA ITEM 2

SUPPORTING DOCUMENTATION FOLLOWS WITH: 3 PAGES

2. Law Enforcement Activity Reports for March, April, May 2016

**ACTIVITY REPORT
TRINIDAD
BY DEPUTY WILCOX**

03/01/2016-03/31/2016

- Numerous citizen contacts and warrant arrests.
- Regular patrol at Hidden Creek. Continually working with the owner and manager of the park. Responded to calls for service involving the park.
- Conducted numerous vehicle investigations and traffic stops.
- Conducted numerous foot patrols with State Parks for transient's camps and wanted subject(s).
- Towed abandoned vehicles.
- Worked with casino closely locating wanted suspects. Responded to calls for service involving the casino.
- Responded to alarm calls. All were accidental and there were no suspicious circumstances.
- Conducted mental health evaluations.
- Removed unwanted subject(s) and person(s) trespassing, from resident(s)/business(s).
- Arrested individual(s) for public intoxication.
- Conducted welfare checks.
- Conducted regular foot patrols behind the library. Removed any subjects camping.
- Conducted regular patrol checks on Scenic Drive, Patrick's Point, Westhaven Drive.
- Returned property to owners.
- Contacted Panhandler(s), overnight campers.
- Searched/responded to reports of suspicious person(s).
- Report of a possible kidnapping/domestic violence. Involved parties were not Trinidad residents.

**ACTIVITY REPORT
TRINIDAD
BY DEPUTY WILCOX**

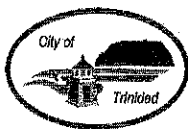
04/01/2016-04/30/2016

- Numerous citizen contacts.
- Participated in undercover drug operation at Cher-Ae Heights Casino.
- Regular patrol at Hidden Creek.
- Conducted numerous vehicle investigations and traffic stops.
- Conducted numerous foot patrols with State Parks for transient's camps and wanted subject(s).
- Petty thefts at Camel, Strawberry Rock, and Moonstone Beach.
- Towed abandoned vehicles.
- Worked with casino closely locating wanted suspects. Responded to calls for service involving the casino.
- Responded to alarm calls. All were accidental and there were no suspicious circumstances.
- Conducted mental health evaluations.
- Removed unwanted subject(s) from resident(s)/business(s).
- Arrested individual(s) for public intoxication.
- Conducted welfare checks.
- Conducted regular foot patrols behind the library. Removed any subjects camping.
- Conducted regular patrol checks on Scenic Drive, Patrick's Point, Westhaven Drive.
- Picked up found property and returned property to owners.
- Responded to neighbor and public dispute(s).
- Contacted Panhandler(s), overnight campers.
- Domestic Violence arrest made.
- Searched for and contacted reports of suspicious person(s).
- Disposed of found/hazardous property.
- Deputies responded to a vehicle vs. pedestrian collision on Scenic Drive (during night time hours).
- Responded to a noise complaint on Scenic.
- Report of a missing person.
- Numerous warrant arrests made including the suspect in last months alleged kidnapping.
- Responded to elementary school for incorrigible juvenile. Later contacted and counseled juvenile.

**ACTIVITY REPORT
TRINIDAD
BY DEPUTY WILCOX**

05/01/2016-05/31/2016

- Suspect who robbed the Chevron Gas Station last year was arrested.
- Person who broke into the Trinidad Water Treatment Plant will be sentenced later in the week. The DA stated he WILL be doing prison time.
- Numerous citizen contacts.
- Regular patrol at Hidden Creek. Owner is currently evicting one of the largest problems in the park. I have been receiving fewer complaints regarding Hidden Creek RV Park.
- Conducted numerous vehicle investigations and traffic stops.
- Conducted numerous foot patrols with State Parks for transient's camps and wanted subject(s).
- Towed abandoned vehicles.
- Worked with casino closely locating wanted suspects. Responded to calls for service involving the casino.
- Responded to alarm calls. All were accidental and there were no suspicious circumstances.
- Conducted welfare check(s) and detained subject(s) for mental health evaluations.
- Removed unwanted subject(s) from resident(s)/business(s).
- Arrested individual(s) for public intoxication.
- Conducted regular foot patrols behind the library. Removed any subjects camping.
- Conducted regular patrol checks on Scenic Drive, Patrick's Point, Westhaven Drive.
- Responded to neighbor and public dispute(s).
- Contacted Panhandler(s), overnight campers.
- Numerous warrant arrests made. Cher-Ae Heights Casino has been instrumental in getting these guys off the streets and out of Trinidad.
- Conducted vehicle vs. building crash investigations.
- Responded to an assault at Ocean Grove.
- Assisted in evictions.
- Responded to Murphy's Market for shop lifters.
- Male subject stole a bike. The owner was able to get his bike back and did not want to press charges, however wanted the subject contacted. The subject became hostile during police contact. We were able to get him calmed down and found out he was hungry and needed bus money. We provided him with vouchers from the Lions Club donation and gave him money to get on the bus. He left very happy.



CONSENT AGENDA ITEM 3

SUPPORTING DOCUMENTATION FOLLOWS WITH: 4 PAGES

3. Contract for Services with State Controllers Office to Prepare the Annual Street Report.



BETTY T. YEE
California State Controller

April 21, 2016

Mr. Dan Berman
City Manager
City of Trinidad
P. O. Box 390
Trinidad, CA 95570-0390

Dear Mr. Berman:

The State Controller's Office, Division of Audits, is available to assist in preparing your fiscal year 2015-16 Annual Street Report on a cost-recovery basis. The estimated cost for our assistance should not exceed \$1500. This preparation fee may be charged to your Special Gas Tax Street Improvement Fund.

If you would like our office to provide this service, please complete and return:

- The Contract for Services to Prepare the Annual Street Report (three copies); and
- The Contract Information Sheet for scheduling assistance.

Please return the above documents by June 15, 2016, to the attention of Lisa Tam at the State Controller's Office, Division of Audits, Post Office Box 942850, Sacramento, California 94250-5874.

Due to limited staff, scheduling priority will be given to those who respond promptly. If you have any questions, please contact Lisa Tam at (916) 323-5932.

Sincerely,

A handwritten signature in dark ink, appearing to read "Jeffrey V. Brownfield".

JEFFREY V. BROWNFIELD
Chief, Division of Audits

JVB/vb

Enclosures



BETTY T. YEE
California State Controller

**CONTRACT FOR SERVICES TO PREPARE
THE ANNUAL STREET REPORT**

This contract is executed in triplicate, between the Office of the State Controller, Division of Audits, and the City of Trinidad.

Whereas Section 2151 of the California *Streets and Highways Code* requires the cities to file an Annual Street Report;

Whereas Section 2151 of the California *Streets and Highways Code* requires this Report to be filed with the Controller on or before October 1 of each year; and

Whereas the Controller is able to furnish and the city wishes to receive the services of the Controller to prepare its report; now therefore, in consideration of the following promises and conditions, the parties hereby agree that:

- I. For the fiscal year ended June 30, 2016, the Controller shall assist in the preparation of the city's report.
- II. The report shall be in the form prescribed by the Controller.
- III. The report shall include a statement of all revenues and expenditures concerning city streets, and shall be prepared from the city's records made available to the Controller.
- IV. The report will be prepared from the city's unaudited records, and no determination shall be made at time of preparation regarding the accuracy of the records or the legality of the expenditures reported herein. The city understands that the report is subject to subsequent review by the Controller and exceptions may be taken at the time regarding the legality of expenditures contained in the report or the accuracy of the records from which the report was prepared.
- V. The Controller will furnish sufficient personnel to complete the report on or before October 1, 2016, except that the Controller is excused from such date if the city's accounting records and personnel are not ready for the preparation of the report at the time scheduled by the Controller and the city or if circumstances beyond the control of the parties prevent completion.
- VI. The city will designate a management-level individual to be responsible and accountable for overseeing the non-audit service.
- VII. The city will establish and monitor the performance of the non-audit service to ensure that it meets management's objectives.

- VIII. The city will make any decision that involves management functions related to the non-audit service and accepts full responsibility for such decisions.
- IX. The city will evaluate the adequacy of the services performed and any findings that result.
- X. This contract is subject to the Controller's charges for services rendered, and such charges shall be computed in accordance with Sections 8755 and 8755.1 of the *State Administrative Manual*. Charges shall include both direct and indirect costs, and shall be expressed in dollars per unit time whenever possible.
- XI. Except as provided in paragraph XII, the aggregate cost of services provided under this agreement shall not exceed \$1500.
- XII. If unforeseen circumstances develop during the course of the Controller's preparation of the report and additional time is needed to complete preparation, the parties will confer; and if it is agreed that the preparation of the report is to continue, the Controller is to be compensated for any additional time required. In any case, the Controller shall be compensated for services rendered prior to the development of such unforeseen circumstances.
- XIII. Upon completion of the report, the Controller will furnish one copy to the city and will retain one copy.
- XIV. The city will pay the Controller for services rendered in a timely manner (including additional time pursuant to paragraph XII) and hereby warrants that funds are available from which payment may be made.
- XV. Either party may terminate this contract by giving seven days written notice. Notice may be served in person or by mail on the officer at the following address and is effective upon receipt. During the seven-day period, the Controller may continue with the preparation of the report then in progress.

Christopher Lek, Interim Bureau Chief
Local Government Audits Bureau
Division of Audits
Post Office Box 942850
Sacramento, CA 94250-5874

City of Trinidad

BETTY T. YEE
STATE CONTROLLER

By: _____
Signature

Printed Name: _____

Title: _____

Address: _____

Date: _____

By: _____
JEFFREY V. BROWNFIELD
Chief, Division of Audits

Date: _____



BETTY T. YEE
California State Controller

STREET/ROAD REPORT CONTRACT INFORMATION SHEET

PLEASE PRINT OR TYPE

CITY OR COUNTY NAME: _____

FINANCE DIRECTOR / AUDITOR-CONTROLLER:

NAME: _____

PUBLIC WORKS DIRECTOR:

NAME: _____

ANNUAL STREET/ROAD REPORT CONTACT PERSON:

NAME: _____ TITLE: _____

MAILING ADDRESS: _____

BILLING ADDRESS (IF DIFFERENT FROM ABOVE): _____

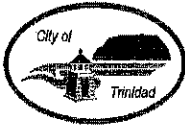
E-MAIL ADDRESS: _____

TELEPHONE NUMBER: _____

FAX NUMBER: _____

THE ANNUAL STREET/ROAD REPORT IS DUE ON **OCTOBER 1**. AN SCO AUDITOR WILL CONTACT THE CITY/COUNTY TO SCHEDULE THE REPORT PREPARATION UPON RECEIPT OF THE SIGNED CONTRACTS.

MAILING ADDRESS P.O. Box 942850, Sacramento, CA 94250-5874
SACRAMENTO 3301 C Street, Suite 700, Sacramento, CA 95816 (916) 324-8907
LOS ANGELES 901 Corporate Center Drive, Suite 200, Monterey Park, CA 91754 (323) 981-6802



CONSENT AGENDA ITEM 4

SUPPORTING DOCUMENTATION FOLLOWS WITH: 5 PAGES

4. Letter of Support for BLM, USGS, and North Pacific LCC to Develop a Sea Level Rise Vulnerability Assessment.



May 23, 2016

RE: Letter of Support for NPLCC Proposal

To: NPLCC Proposal Review Team,

The City of Trinidad supports the proposal from the U.S. Geological Survey and the Bureau of Land Management to the North Pacific LCC entitled "Understanding sea-level rise vulnerability of rocky coastlines to inform climate change adaptation planning". As a coastal City working to address sea level rise impacts, a partner with BLM, and one of few official Gateways to the California Coastal National Monument (CCNM), we urge you to support this important work.

This project will develop a sea-level rise vulnerability assessment for rocky coastlines and priority biological and cultural resources. It also integrates and builds on existing collaborative efforts with the City and other stakeholders to ensure the proposed project reflects local needs and is meaningful for local partners and land managers

Should funding be awarded, we fully intend to continue working closely with the applicants to ensure the outcomes of this proposal are tangible and relevant to the needs of coastal management adaptation planning. Implementation of this pilot project in this region will be critical to protect rocky coastlines and valuable natural and cultural resources and leverage an existing partnership with resource managers, local officials, USGS and BLM. We strongly encourage the NP LCC to fund this effort.

Sincerely,

Daniel Berman
City Manager
City of Trinidad

NP LCC Pre-Proposal

Project Title: Understanding sea-level rise vulnerability of rocky coastlines to inform climate change adaptation planning

Project Leader or Principle Investigator: Karen Thorne, PhD, Research Ecologist, U.S. Geological Survey, Western Ecological Research Center, San Francisco Bay Estuary Field Station, 505 Azuar Drive, Vallejo, CA. Tel: 916 -502-2996, Email: kthorne@usgs.gov; <https://profile.usgs.gov/kthorne>

Project Co-Investigators or Partners: Miriam Morrill, Climate Adaptation Planner, Bureau of Land Management, California State Office, 2800 Cottage Way, Suite W1623, Sacramento, CA 95825, Office: 916.978.4648, Email: mmorrill@blm.gov

Geographic Scope of the Work: Northern California Coast: portions of the BLM California Coastal National Monument (CCNM) islands in Trinidad Harbor and non-Monument BLM Trinidad Lighthouse at Trinidad Bay (Humboldt County); and the Pt. Arena-Stornetta Unit (Mendocino County) of the CCNM (Fig. 1). The BLM has identified the explicit study area as the swath of rocky intertidal habitat in these important zones. This information and methodology will be transferable to other regions of NPLCC (e.g., the Oregon coastline) and to the CA LCC coastline (e.g., Piedras Blancas and the Monterey Peninsula).

Statement of Need or Issues to be Addressed:

The California Coastal National Monument (CCNM), http://www.blm.gov/ca/st/en/prog/nlcs/California_Coastal_NM.html, managed by the Bureau of Land Management (BLM), consists of more than 20,000 coastal rocks, exposed reefs, pinnacles, and islands. In 2014, President Obama proclaimed the Pt. Arena-Stornetta Public Lands (Garcia River Estuary, Mendocino County) as part of the CCNM, thus ensuring their preservation for future generations. The Trinidad Lighthouse Public Lands, recently transferred from the U.S. Coast Guard, are surrounded by Tribal, City of Trinidad, and State Park lands rich in resources, including rocky intertidal habitats. These areas are famous for their diverse array of physical, biotic and cultural resources, including rocky intertidal communities, sensitive seabird, marine mammal, invertebrates and plant species. Off- and onshore rocky intertidal habitats are critical habitats for several sensitive organisms identified as important in the CCNM Resource Management Plan (RMP, BLM 2005), including 19 species of breeding birds, 7 species of marine mammals, native intertidal and terrestrial vegetation, black abalone, salmonids and several other high intertidal and splash zone invertebrates. Protection and improved understanding of biological, scenic and cultural resources and values are among the main management goals identified in the RMP (BLM 2005); however, meeting these goals is challenging given the lack of knowledge about sea-level rise effects on this rocky landscape.

Project Goal(s) and Objectives: The goal of this project is to provide BLM managers and their partners with reliable information to help them assess resource vulnerability under different scenarios of sea-level rise and plan appropriate management activities. To obtain this goal we will work through a systematic

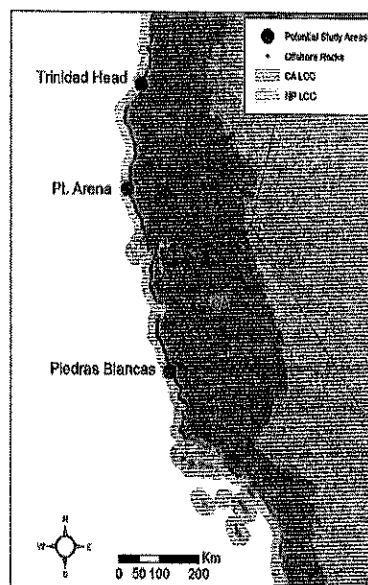


Figure 1. The scope of this vulnerability assessment includes BLM lands at Trinidad Head - Garcia River Estuary and Pt. Arena-Stornetta. Both of these rocky coastlines are important for biological and cultural resources and are vulnerable to sea-level rise. Other important BLM units fall within the CA LCC.

process that includes: 1) identify management conservation targets or focal species to support BLM, Tribal and other partners' management goals for these areas, 2) develop a sea-level rise vulnerability assessment for Pt. Arena-Stornetta and Trinidad Head units along the north coast of California, and 3) use vulnerability assessments to identify key management conservation concerns (e.g., species, tribal resources) for biological and cultural resources which can be used to develop climate-smart adaptation strategies. We have identified the following objectives to meet our goals: 1) create detailed digital elevation models (DEMs) of coastal rocky shoreline and islands within the Units and relate this to tidal inundation patterns and future SLR scenarios, 2) assess the vulnerability of the rocky tidal habitats and conservation targets to SLR, and 3) use results to identify key management conservation concerns (e.g. species, geographies) for BLM and Tribal biological and cultural resources to help identify climate-smart strategies. This work will be applicable to a broader area, but is the first real effort in this region to link SLR vulnerabilities to management for rocky coastlines. A paired proposal has been submitted to the California LCC for two BLM units within their region. This type of pilot project was a key science-management need identified in Climate Change coastal estuary workshops held by PIs in 2014 (see <http://climate.calcommons.org/article/SLR-workshops>).

Project Description: USGS and BLM teams will conduct at least three collaborative in-person partner

meetings aimed at increasing the effectiveness of the vulnerability assessment and interpretation of the results. The team will hold three collaborative in-person meetings (pre, during, and post in-person meetings – Goals 1 and 3). The goal of the pre-meeting is to identify the rocky intertidal management conservation targets to support BLM, Tribal and partners' management goals. A mid-project meeting will occur to present the vulnerability assessment and identify other information needs. A post-project meeting will be aimed at interpreting results, identify next steps, and evaluating the applicability of this pilot project to additional units and resources of the CCNM. BLM and its partners will be able to use this

ranked vulnerability information to further design climate-smart conservation strategies and set

conservation priorities that ultimately lead to on-the-ground actions to benefit focal resources. Frequent

communication between research and management participants throughout the project will promote broader understanding, while ensuring questions and concerns will be addressed. The valuable information and partnership building fostered in this effort will set up BLM, Tribal communities, USGS and their partners to make progress on climate change planning.

We have identified the following objectives to meet our goals: 1) Create detailed digital elevation models (DEMs) of coastal rocky shoreline and islands within the Units and relate this to tidal inundation patterns and future SLR scenarios, 2) Assess the vulnerability of the rocky tidal habitats and conservation targets or focal species to SLR, and 3) Use results to identify key management conservation concerns

(e.g. species, geographies) for CCNM biological and cultural resources to help identify climate-smart strategies. Meeting these objectives will help BLM and other coastal managers plan for climate change and develop climate-smart strategies and actions. Specifically, we will compile existing spatial data needed to conduct the vulnerability assessment. Physical and spatial data will include, but is not limited to, Digital Elevation Models (DEM) and Orthometric Imagery from NOAA Digit Coast library which will allow the creation of 3D elevation models. These DEMs will then be paired with NOAA tide gauge information to assess daily and yearly inundation cycles for these areas. Minimal ground truthing may need to be done. A range of SLR scenarios (e.g., NRC 2012) will be used to assess the habitat and target vulnerabilities. These models will be paired with BLM existing information about natural and cultural resources of concern (conservation targets from goal 1). These vulnerability assessments will help identify management concerns and information gaps.

Project Products, Outcomes Dissemination: Products will include ArcGIS layers (DEMs, inundation time, spatial extent of habitats), progress report, final summary data report, public information sheets, and all data and reports available online either on LCC web sites or USGS. Workshops will also be held (see above). Expected outcomes include enhanced communication and improved collaboration among the USGS, BLM and local Tribal communities; ultimately, this will enhance the capacity to plan for climate change in these regions. The vulnerability assessments developed as part of this effort will support decisions of the BLM, Tribes, and their other local partners. This work will directly relate to BLM planning documents and decision making for these units and can be transferable to other regions on the coast. The PIs have a long history of meeting agreement and funding obligations within the timeline required. All results will be disseminated through in-person workshops, online, and will be given to project participants.

Role of intended users: The intended users of this information in the Trinidad region include the BLM, the Cher-Ae Heights Indian Community of the Trinidad Rancheria, and the Yurok Tribe. This project will foster improved collaboration between BLM cultural and natural resource managers which require special outreach approaches beyond the common and/or collaborative climate-smart planning efforts. This project will enhance the tribal communication and engagement. This project will help BLM cultural staff and local tribes to help better bridge these interests and communication/collaboration approaches for climate change planning in this region.

This project will also link with the Greater Farallones National Marine Sanctuary climate change adaptation project (<http://farallones.noaa.gov/manage/climate/adaptation.html>) which included the Point Arena-Stornetta unit - and Garcia River Estuary. Tribal representatives in the Garcia River watershed are the Manchester Band of Pomo Indians of the Manchester-Point Arena Rancheria. A smaller, focused assessment with tribal outreach emphasis can help establish relationships with tribes and generate lessons learned on how to connect and engage in our more general climate smart planning process.

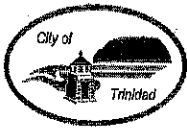
Intended project participants may include, but are not limited to:

- Susan De La Cruz, PhD, Research Biologist, U.S. Geological Survey, WERC
- James Weigand, PhD, Ecologist, USDI Bureau of Land Management, California State Office
- Christopher Heppie, BLM Arcata Field Office, Associate Field Office Manager, (707) 825-2301
- Jacque Hostler, Chief Executive Officer, Cher-Ae Heights Indian Community of the Trinidad Rancheria, 1 Cher Ae Lane/P.O. Box 630, Trinidad, CA 95570. 707.677.0211
- Christine Dukatz, Administrator, Manchester Band of Pomo Indians of the Manchester Rancheria, 24 Mamie Laiwa Drive/P.O. Box 623, Point Arena, CA 95468
- David Ledig, Monument Manager, California Coastal National Monument, USDI Bureau of Land Management, 940 2nd Avenue, Marina, CA, Email: dledig@blm.gov

Expected Project Period: Late summer 2016 and will be completed within 2 years of the start date.

Budget: \$50,000 requested, **USGS WERC:** In-Kind \$26K leveraged salaries, existing equipment and

software, GIS and statistical expertise **BLM:** Match \$ 25K



CONSENT AGENDA ITEM 5

SUPPORTING DOCUMENTATION FOLLOWS WITH: 5 PAGES

5. Approve Contract with Marcello & Company to Perform the 2016 Annual Audit.

MARCELLO & COMPANY

CERTIFIED PUBLIC ACCOUNTANTS

2701 Cottage Way, Suite 30 / Sacramento, California 95825 / 916.979.9079

June 30, 2016

City Hall - Trinidad
Attention: Dan Berman, City Manager
409 Trinity Street
Trinidad, California 95570

RECEIVED MAY 16 2016

RE: 2016 Audit Engagement Letter

We are pleased to confirm our understanding of the services we are to provide the City of Trinidad for the year ended June 30, 2016. We will audit the financial statements of the governmental activities, the business-type activities, each major fund, and the aggregate remaining fund information, which collectively comprise the basic financial statements of the City of Trinidad as of and for the year ended June 30, 2016. Accounting standards generally accepted in the United States provide for certain required supplementary information (RSI), such as management's discussion and analysis (MD&A), to accompany the City of Trinidad's basic financial statements. As part of our engagement, we will apply certain limited procedures to the City of Trinidad's RSI. These limited procedures will consist principally of inquiries of management regarding the methods of measurement and presentation, which management is responsible for affirming to us in its representation letter. Unless we encounter problems with the presentation of the RSI or with procedures relating to it, we will disclaim an opinion on it. The following RSI is required by generally accepted accounting principles and will be subjected to certain limited procedures, but will not be audited:

1. Management's Discussion and Analysis
2. Budget to Actual Comparisons – Major Funds

In the event you do not prepare the MD&A, we will modify our auditor's opinion to include a paragraph stating the following:

"The City of Trinidad has not presented management's discussion and analysis that the Governmental Accounting Standards Board has determined is necessary to supplement, although not required to be part of, the basic financial statements."

We have also been engaged to report on supplementary information other than RSI that accompanies the City's financial statements. We will subject the following supplementary information to the auditing procedures applied in our audit of the financial statements and certain additional procedures, including comparing and reconciling such information directly to the underlying accounting and other records used to prepare the financial statements or to the financial statements themselves, and other additional procedures in accordance with auditing standards generally accepted in the United States of America, and we will provide an opinion on it in relation to the financial statements as a whole:

1. Combining financial statements of non-major governmental funds

Audit Objective

The objective of our audit is the expression of opinions as to whether your basic financial statements are fairly presented, in all material respects, in conformity with generally accepted accounting principles and to report on the fairness of the additional information referred to in the first paragraph when considered in relation to the basic financial statements taken as a whole. Our audit will be conducted in accordance with auditing standards generally accepted in the United States of America and will include tests of the accounting records and other procedures we consider necessary to enable us to express such opinion. If our opinion on the financial statements is other than unqualified, we will fully discuss the reasons with you in advance. If, for any reason, we are unable to complete the

audit or are unable to form or have not formed an opinion, we may decline to express an opinion or to issue a report as a result of this engagement.

Audit Procedures - General

An audit includes examining, on a test basis, evidence supporting the amounts and disclosures in the financial statements; therefore, our audit will involve judgment about the number of transactions to be examined and the areas to be tested. We will plan and perform the audit to obtain reasonable rather than absolute assurance about whether the financial statements are free of material misstatement, whether from (1) errors, (2) fraudulent financial reporting, (3) misappropriation of assets, or (4) violations of laws or governmental regulations that are attributable to the entity or to acts by management or employees acting on behalf of the entity.

Because an audit is designed to provide reasonable, but not absolute, assurance and because we will not perform a detailed examination of all transactions, there is a risk that material misstatements may exist and not be detected by us. In addition, an audit is not designed to detect immaterial misstatements, or violations of laws or governmental regulations that do not have a direct and material effect on the financial statements. However, we will inform you of any material errors and any fraudulent financial reporting or misappropriation of assets that come to our attention. We will also inform you of any violations of laws or governmental regulations that come to our attention, unless clearly inconsequential. Our responsibility as auditors is limited to the period covered by our audit and does not extend to any later periods for which we are not engaged as auditors.

Our procedures will include tests of documentary evidence supporting the transactions recorded in the accounts, and may include tests of the physical existence of inventories, and direct confirmation of receivables and certain other assets and liabilities by correspondence with selected individuals, funding sources, creditors, and financial institutions. We may request written representations from your attorneys as part of the engagement, and they may bill you for responding to this inquiry. At the conclusion of our audit, we will require certain written representations from you about the financial statements and related matters.

Audit Procedures - Internal Control

Our audit will include obtaining an understanding of the entity and its environment, including internal control, sufficient to assess the risks of material misstatement of the financial statements and to design the nature, timing, and extent of further audit procedures. An audit is not designed to provide assurance on internal control or to identify deficiencies in internal control. However, during the audit, we will communicate to management and those charged with governance internal control related matters that are required to be communicated under AICPA professional standards.

Audit Procedures - Compliance

As part of obtaining reasonable assurance about whether the financial statements are free of material misstatement, we may perform tests of the City of Trinidad's compliance with applicable laws and regulations and the provisions of contracts and agreements. However, the objective of our audit will not be to provide an opinion on overall compliance and we will not express such an opinion.

Other Services

We will also draft and prepare your financial statements in conformity with U.S. generally accepted accounting principles based on information provided by you. We will perform this service in accordance with applicable professional standards. We, in our sole professional judgment, reserve the right to refuse to perform any procedure or take any action that could be construed as assuming management responsibilities.

Management Responsibilities

Management is responsible for establishing and maintaining effective internal controls, including monitoring ongoing activities; for the selection and application of accounting principles; and for the preparation and fair presentation of the financial statements in conformity with U.S. generally accepted accounting principles.

Management is also responsible for making all financial records and related information available to us and for the accuracy and completeness of that information. You are also responsible for providing us with (1) access to all

information of which you are aware that is relevant to the preparation and fair presentation of the financial statements, (2) additional information that we may request for the purpose of the audit, and (3) unrestricted access to persons within the government from whom we determine it necessary to obtain audit evidence.

Your responsibilities include adjusting the financial statements to correct material misstatements and confirming to us in the management representation letter that the effects of any uncorrected misstatements aggregated by us during the current engagement and pertaining to the latest period presented are immaterial, both individually and in the aggregate, to the financial statements taken as a whole.

You are responsible for the design and implementation of programs and controls to prevent and detect fraud, and for informing us about all known or suspected fraud affecting the government involving (1) management, (2) employees who have significant roles in internal control, and (3) others where the fraud could have a material effect on the financial statements. Your responsibilities include informing us of your knowledge of any allegations of fraud or suspected fraud affecting the government received in communications from employees, former employees, regulators, or others. In addition, you are responsible for identifying and ensuring that the government complies with applicable laws and regulations.

You are responsible for the preparation of the supplementary information in conformity with U.S. generally accepted accounting principles. You agree to include our report on the supplementary information in any document that contains and indicates that we have reported on the supplementary information. You also agree to include the audited financial statements with any presentation of the supplementary information that includes our report thereon OR make the audited financial statements readily available to users of the supplementary information no later than the date the supplementary information is issued with our report thereon. Your responsibilities include acknowledging to us in the representation letter that (1) you are responsible for presentation of the supplementary information in accordance with GAAP; (2) you believe the supplementary information, including its form and content, is fairly presented in accordance with GAAP; (3) the methods of measurement or presentation have not changed from those used in the prior period (or, if they have changed, the reasons for such changes); and (4) you have disclosed to us any significant assumptions or interpretations underlying the measurement or presentation of the supplementary information.

You agree to assume all management responsibilities for financial statement preparation services and any other nonattest services we provide; oversee the services by designating an individual, preferably from senior management, with suitable skill, knowledge, or experience; evaluate the adequacy and results of the services; and accept responsibility for them.

Engagement Administration, Fees, and Other

We may from time to time, and depending on the circumstances, use third-party service providers in serving your account. We may share confidential information about you with these service providers, but remain committed to maintaining the confidentiality and security of your information. Accordingly, we maintain internal policies, procedures, and safeguards to protect the confidentiality of your personal information. In addition, we will secure confidentiality agreements with all service providers to maintain the confidentiality of your information and we will take reasonable precautions to determine that they have appropriate procedures in place to prevent the unauthorized release of your confidential information to others. In the event that we are unable to secure an appropriate confidentiality agreement, you will be asked to provide your consent prior to the sharing of your confidential information with the third-party service provider. Furthermore, we will remain responsible for the work provided by any such third-party service providers.

We understand that your employees will prepare all cash or other confirmations we request and will locate any documents selected by us for testing.

We expect to begin our audit in October or November 2016 and to issue the draft report approximately 45 days later or when all issues have been resolved. Ralph Marcello is the engagement director and is responsible for supervising the engagement and signing the report or authorizing another individual to sign it. Our fee for these services will be at our standard hourly rates plus out-of-pocket costs (such as report reproduction, word processing, postage, travel, copies, telephone, etc.) except that we agree that our gross fee, including expenses is estimated as follows:

Financial Audit of the City	\$ 18,000
Less continuing client adjustment	(1,800)
Prepare the draft financial statement report	2,000
Less continuing client adjustment	(200)
Out-of-pocket costs	900
Total	<u>\$ 18,900</u>

The above fee is based upon the following prerequisites:

1. The complete and fully adjusted year-end Trial Balance should be prepared and delivered to the auditor on the first day of fieldwork. "Fully adjusted" refers to the recording of fiscal year end receivables, payables, depreciation and capital asset adjustments.
2. Upon our arrival to perform field work, all requested documents, schedules, bank statements and invoices shall be retrieved from their files and ready for us at 9am on the morning of the first day of field work.

Our standard hourly rates vary according to the degree of responsibility involved and the experience level of the personnel assigned to your audit. Our invoices for these fees will be rendered each month as work progresses and are payable on presentation. In accordance with our firm policies, work may be suspended if your account becomes 30 days or more overdue and may not be resumed until your account is paid in full. If we elect to terminate our services for nonpayment, our engagement will be deemed to have been completed upon written notification of termination, even if we have not completed our report. You will be obligated to compensate us for all time expended and to reimburse us for all out-of-pocket costs through the date of termination.

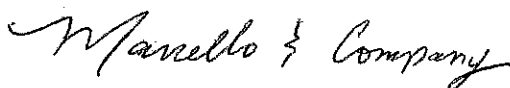
The above fee is based on anticipated cooperation from your personnel and the assumption that unexpected circumstances will not be encountered during the audit. Such unexpected circumstances might include, for example, a greater than expected risk of material misstatement due to fraud. If significant additional time is necessary, we will discuss it with you and arrive at a new fee estimate before we incur the additional costs.

Financial Statement Report and Timing

- Field work is tentatively scheduled to begin in October or November 2016.
- Preparation of the printed & bound financial statement reports will be the responsibility of the auditor.
- Preparation of Management's Discussion and Analysis (MD&A) and other Required Supplementary Information (RSI) will be the responsibility of the City. Note - the City did not prepare the MD&A in the prior year.
- Preparation of all State Controller Office reports will be the responsibility of the City.
- If required, this engagement letter will serve as the City's agreement with the Auditor to perform the *Single Audit* engagement. The fee for a compliance audit of federal grant award money (*Single Audit*) is \$7,500 for the first major program; additional major programs are \$2,500 each.

We appreciate the opportunity to be of service to the City of Trinidad and believe this letter accurately summarizes the significant terms of our engagement. If you have any questions, please let us know. If you agree with the terms of our engagement as described in this letter, please sign the enclosed copy and return it to us.

Very truly yours,



Marcello & Company, CPAs

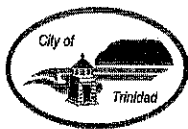
RESPONSE:

This letter correctly sets forth the understanding of the City of Trinidad.

By

Title

Date



CONSENT AGENDA ITEM 6

SUPPORTING DOCUMENTATION FOLLOWS WITH: 5 PAGES

6. Authorize Submittal of Grant Application for Little River Trail Design and Permitting, and Authorize City Manager to Sign MOU with Trinidad Coastal Land Trust for Trail Maintenance

CONSENT AGENDA ITEM

Date: June 8, 2016

Item:

**Authorize Submittal of Grant Application for Little River Trail Design and Permitting;
and**

**Authorize City Manager to sign MOU with Trinidad Coastal Land Trust formalizing their
commitment for trail maintenance.**

Background: The City was awarded \$8,000 from HCOAG to support the submittal of a grant application for the Design and Permitting work to complete the Little River section of the California Coastal Trail. This trail will connect from the end of Scenic Drive, cross the Little River, and continue to the frontage road along Clam Beach.

The City is using the funds to support GHD and Redwood Community Action Agency who are working together on the application. The current budget estimate for this phase of the grant is approximately \$1.5 Million.

The application will request state funding and not federal funding, as receipt of federal funds for the project could leave the City committed to completing the project or returning the grant funds, regardless of future funding for construction.

The attached MOU is required with the grant, and formalizes the Trinidad Coastal Land Trust's commitment to maintain the trail.

Staff recommendation: Authorize 1) City staff to submit this grant application on behalf of the City and 2) City Manager to sign MOU

MEMORANDUM OF UNDERSTANDING

BETWEEN THE TRINIDAD COASTAL LAND TRUST AND

CITY OF TRINIDAD

THIS MEMORANDUM OF UNDERSTANDING (hereinafter referred to as "MOU") is entered into this _____ day of _____, 2016 at Trinidad, California, by and between the **Trinidad Coastal Land Trust**, (hereinafter referred to as "TCLT"), and **City of Trinidad** (hereinafter referred to as "the City").

1. PURPOSE OF MOU

This MOU is made between TCLT and the City to clarify and establish roles, responsibilities, obligations, and access permission for the Little River Trail Project, hereinafter called the "Project." The Project is currently being planned for the real property within the Highway 101 Right of Way owned by the California Department of Transportation (Caltrans) and on property owned by the Trinidad Coastal Land Trust. The preliminary preferred trail alignment was identified in the Little River Trail Feasibility Study (Redwood Community Action Agency, 2014). The final alignment of the trail will be identified during the development of Project Specifications & Estimate (PS&E) and Preliminary Analysis & Environmental Documentation (PA&ED) for the Project. The Project is located approximately adjacent to the Little River, generally lying between Clam Beach Road at the Highway 101 Crannel Road overpass and the south end of Scenic Drive along a corridor described as the "Preferred Alignment," as shown in Figure 1, attached.

In its capacity as landowner and partnering agency, TCLT supports a trail development project being developed by the City. TCLT is working in partnership with the City, its agents, the Redwood Community Action Agency, the Humboldt County Association of Governments, the County of Humboldt, and public funding agencies to develop plans, specifications, estimates, and environmental documents for the Project.

2. DURATION OF MOU

This MOU shall commence on the date of the last authorizing signature and shall continue in effect as long as TCLT is the trail manager for the Little River Trail. The MOU may be modified at any time if both parties agree to the modifications so long as the modifications do not nullify the obligations

in regard to the roles and responsibilities required by grants secured by the City or TCLT for the purpose of completing any phase of the Little River Trail.

3. OBLIGATIONS OF TCLT

A. TCLT shall be an active project partner and shall support the development of PS&E and PA&ED for the Little River Trail.

B. TCLT will act as the trail manager for the upkeep and management of the Little River Trail portion of the California Coastal Trail from Scenic Drive to Clam Beach Road at Crannel Road.

C. TCLT will be an active participant in meetings with Project partners, consultants, and organizing and facilitating meetings with the public as they relate to development of PS&E and PA&ED for the Little River Trail.

D. TCLT's project manager shall be Ben Morehead, Executive Director. Any communication between the City and TCLT will be directed to and from Mr. Morehead unless another TCLT staff person or Board Member is appointed on an interim or permanent basis by Mr. Morehead.

4. OBLIGATIONS OF the City

A. The City shall be the Implementing Agency and the grant applicant for the Active Transportation Program (ATP) funding request for the development of PS&E and PA&ED for Little River Trail, due June 15, 2016 and will be responsible for submitting the application to the ATP.

B. If grant funding is awarded, the City will be the grant manager and will be responsible for coordination of project consultants, ensuring adherence to the project scope of work and schedule, progress reports, and invoicing.

C. If funding is awarded, the City Engineer(s) will be responsible for developing PS&E and PA&ED as per the grant agreement.

5. NOTICE

Whenever it is provided in this MOU that TCLT shall give written notice to the City, said notice may be given by delivering a copy of said notice personally or by mailing a copy of said notice to the City at the following addresses:

A. Address for the City:

City of Trinidad
409 Trinity Street
Trinidad, CA 95570

Whenever it is provided in this MOU that the City shall give written notice to TCLT, said notice may be given by delivering a copy of said notice to TCLT personally, or by mailing a copy of said notice to TCLT at the following address:

B. Address for TCLT:

Trinidad Coastal Land Trust
P.O. Box 457
Trinidad, CA 95570

6. **GENERAL PROVISIONS**

(a) TCLT shall not assign or otherwise transfer its duties, obligations, or interest under this MOU without the prior written consent of the City and the City shall not assign or otherwise transfer its duties, obligations, or interest under this MOU without the prior written consent of TCLT. Any attempted assignment or transfer without such consent shall be void.

(b) Subject to any provisions concerning assignment, all terms and conditions of this MOU shall be binding upon, inure to the benefit of, and be enforceable by, the parties thereto and their respective legal representatives, successors and assigns.

(c) This MOU contains the entire agreement of the parties relating to the transactions contemplated hereby and all prior or contemporaneous agreements, understandings, representations and statements, oral or written, are merged herein.

(d) No amendment of this MOU shall be valid unless made in writing and signed by the parties.

(e) Any action to enforce this MOU shall be governed by the laws of the State of California, and shall be tried in a Court of competent jurisdiction in the County of Humboldt, State of California; and the parties hereby waive all provisions of law providing for a change of venue to any other county or state.

IN WITNESS WHEREOF, the parties hereto have executed this MOU the day and year first written above by their duly authorized representatives, having full authority to so act for and on behalf of the parties hereto.

Trinidad Coastal Land Trust

By _____
Ben Morehead, Executive Director
Trinidad Coastal Land Trust

City of Trinidad

By _____
Dan Berman, City Manager



CONSENT AGENDA ITEM 7

SUPPORTING DOCUMENTATION FOLLOWS WITH: 13 PAGES

7. Approve Grant Application for Storm Water Management Improvement Project, Final Phase

CONSENT AGENDA ITEM

Date: June 8, 2016

Item: Approve Grant Application for Storm Water Management Improvement Project, Final Phase.

Summary:

Staff are preparing a grant application to the State to fund stormwater infrastructure work that will eliminate our direct stormwater discharge to Trinidad Bay. Staff recommends the Council authorize the submittal of this grant application. There is a large 'match funding' requirement for this grant, discussed in more detail below. If the application is successful, staff will return to Council later this year with a grant contract for consideration.

Background:

The California Ocean Plan prohibits polluted discharges into the Trinidad Bay Area of Special Biological Significance (ASBS). Because a portion of the City's storm water drainage system discharges runoff into the ASBS, the City is highly regulated through the Phase II MS4 program with Special Conditions for ASBS Discharges, and is expected to work towards elimination of this pollution source.

Since receiving the 2005 Notice of Prohibition of Waste Discharge to the ASBS, the City has worked collaboratively with the other ASBS dischargers, the Cher-Ae Heights Indian Community of the Trinidad Rancheria and the HSU Marine lab as well as other stakeholders to prioritize and implement projects to reduce or eliminate discharges into the ASBS. These efforts include the Rancheria's Pier Replacement Project, completed in 2013 and the City's Stormwater Management Improvement Project, completed for the upper area of the City in 2015. The remaining lower areas of the storm water drainage system still discharge into the ASBS. There is a funding opportunity to construct improvements that will eliminate the direct discharge of City storm water to the ASBS through the State Water Resources Control Board's (SWRCB) Proposition 1 Storm Water Grant Program (SWGP). There is some funding in the SWGP specific to ASBS projects, which means the City's proposal would be competing in a smaller pool of applicants.

Staff proposes submittal of an application to fund a project to construct improvements to the Storm Water System that eliminate discharge into the ASBS as well as water efficiency improvements to support the City's Water System. The SWGP funding requires a minimum 10% match of the total project costs. This is a significant challenge for a small City such as Trinidad. However, by eliminating the discharge, the City would no longer be regulated through MS4 permit coverage. The Special Protections require the City to eliminate all polluted storm water discharges to the ASBS.

City staff and the City Engineer GHD researched match financing options and budget implications of completing the Storm Water Project to eliminate the discharge into the ASBS.

Prop 1 Stormwater Grant Program Match financing Options

The SWGP funded with Proposition 1 funds through the SWRCB requires the City to match the total project cost by 10%. Currently, the project cost estimate is around \$5 million. City staff is looking at multiple sources for meeting the match requirements including general funds already committed or spent on stormwater compliance activities since November of 2014 (eligible match date), new general fund dollars, water system funds for project components that benefit water system efficiency and reduce potable water demand, and loan funds. There are two primary loan programs the City could use to finance all or a portion of the 10% grant match requirement as described below.

- The Clean Water State Revolving Fund Expanded Use Program can be used for stormwater projects. This is a loan only program administered by the State Water Resources Control Board. Loan are typically 20 years, but may be extended to 30 years and interest rates are set at ½ the rate of the most recent California general obligation bond sale.
- The USDA Rural Development offers the Water & Waste Disposal Loan & Grant Program. This is typically only a loan program but grant funds may be offered based on the project's health and safety benefits and the community's median household income. The USDA program offers loans up to 40- years with interest rates varying between 2-5%.

Either of these two programs would be a good choice for match funds. Loan costs are estimated to be in the range of \$11,500 to \$18,500 per year, depending on the final interest rate and loan term.

If the Council chooses not to pursue the Storm Water Project at this time, and the discharge is not eliminated, the City would become out of compliance with the ASBS Special Protections and MS4 Permit, and would continue to be subject to requirements of the MS4 Permit and the associated costs of up to \$50-60,000 annually, including Permit fees, monitoring and staff time averaging \$43-55,000 per year over the 5-year MS4 Permit term, plus unknown costs to implement required infrastructure improvements. From 2013 – 2015, a large percentage of the compliance costs were reimbursed by Prop 84 ASBS (and Watershed Coordinator) grant funds which will not be available after this current SWGP solicitation.

At this time staff is requesting authorization from the Council to prepare and submit the grant application. This does not commit the City to moving forward with the project, however, time and effort will be spent on the application, and the City should be aware of future cost implications before moving forward on the application. If the City's grant application is successful, then additional loan funding applications through the CWSRF or USDA would be pursued.

Staff Recommendation:

Authorize Staff to prepare and submit a full proposal to the Storm Water Grant Program for funding the Storm Water Phase II Project to construct improvements to the Storm Water Management System that eliminate the ASBS Storm Water discharge and to construct water efficiency improvements for the Water System.

Attachments:

- Draft Storm Water Project Description
- Figures 1 – 3 Location Maps
- Draft Budget
- Draft Budget Match Details

Prop 1 Storm Water Grant Program Implementation Application Round 1

City of Trinidad Storm Water Management Project

Project Description

The proposed City of Trinidad Storm Water Management Improvement Project will construct low impact development (LID) Best Management Practices (BMPs) to eliminate storm water discharges into the Trinidad Head Area of Special Biological Significance (ASBS) from the City of Trinidad's storm water system and by retaining and infiltrating all storm events up to and including the 50 year event. The project objectives for the proposed Project are to treat runoff, control non-point source pollution, improve water quality and habitat conditions in the ASBS, increase water conservation, adapt to climate change, improve water supply reliability and provide enhancements to public use areas. These objectives will be achieved through a combination of BMPs including green infrastructure and low impact development, rainwater re-use, water leak detection and repair, and improvements to the public use harbor area.

1. Goals and Objectives

The goal of the Trinidad Storm Water Management Improvement Project is to improve the management of stormwater through reducing pollutant discharge to the Trinidad Head Area of Special Biological Significance (ASBS), to increase the use of stormwater to offset potable water use, and to improve the efficiency of the Trinidad Water System.

a. How the project protects or improves water quality

The project protects water quality through the use of Low Impact Development (LID) Best Management Practices (BMPs) to treat and infiltrate stormwater into the ground, which will eliminate the discharge of polluted stormwater from the City's existing stormwater outfall to the ASBS, and the storm water from the Humboldt State University Marine Lab outfall.

b. Helps water infrastructure systems adapt to climate change

The project will help the City adapt to climate change and improve climate resiliency by reducing potable water needs and capturing stormwater flows to reduce non-point source runoff in extreme weather events. Reducing potable water needs and reducing water loss also reduces the water withdrawn from the City's water source, Luffenholtz Creek, improves flows in the creek, and improves water supply reliability.

c. Collaboration in managing the region's water resources and setting regional priorities for water infrastructure and regional water self-reliance

The City's stormwater management improvement project is the result of over 10 years of collaboration between the City, Cherae-Heights Indian Community of the Trinidad

Rancheria, HSU Marine Laboratory, Trinidad Bay Watershed Council, North Coast Stormwater Coalition, Bureau of Land Management, and Trinidad Elementary School. The project is supported by the Trinidad Bay Watershed Council, a volunteer organization made up of Local, State, and Federal Agency representatives as well as watershed community members. This group coordinates on water supply, stormwater, and water quality activities in the watershed.

d. Provides multiple benefits

The project provides multiple benefits including climate resiliency, water supply reliability, reduced water loss and increased water conservation, nonpoint source pollution control, reestablishment of natural water treatment, environmental habitat protection and improvement and enhanced public use areas. The project captures, retains and infiltrates stormwater, directly reducing pollution into the Bay. This results in a healthier marine ecosystem and protection of water quality of the Trinidad ASBS, contributing to the sustainability of the local fisheries and the coastal dependent community.

2. Purpose and Need

a. The long-term water quality of the storm water or dry weather runoff and the known sources of storm water contamination

The Trinidad Head juts out from the rocky coastline, forming the sheltered Trinidad Bay. In 1974, areas north and south of Trinidad Head were designated as an Area of Special Biological Significance (ASBS) because of the fluctuating presence of bull kelp (*Nereocystis luetkeana*). The kelp beds of Trinidad Head also represent a State-identified Critical Coastal Area (CCA). Bull kelp beds are considered biologically significant in providing an ecological base for fish and invertebrate habitats by supplying food and shelter. Bull kelp may be adversely affected by contaminated stormwater discharges, which could damage the dependent ecosystem it supports.

Stormwater from the City of Trinidad and the Humboldt State University Marine Laboratory discharges into the ASBS. Water quality within the ASBS is impacted by pollution from a number of sources, including urban runoff from City roads, private parcels, and pets. As such, the City is moving towards eliminating its direct stormwater discharge into the ASBS through a series of alternative stormwater management practices, including removing the stormwater discharges from the HSU Marine Laboratory Facility.

b. The approximate quantity of storm water flow to be captured by the completed project

The proposed project will result in complete capture of the 50-year stormwater flow, currently being discharged to the ASBS, including the 2-year water quality storm. The estimated annual flow discharged from the City's existing outfall to the ASBS is 8.520

million gallons based on an average annual rainfall of 48 inches. The City previously completed Phase 1 of the project which resulted in an annual reduction of stormwater flows at the City's discharge point of 36.8% or 3.135 million gallons. This proposed Phase 2 of the project is expected to eliminate the remaining 5.385 million gallons of stormwater discharged to the ASBS based on an average annual precipitation of 48 inches.

c. The water supply offset as a result of the overall project

The City will complete a rainwater re-use demonstration project as part of the overall Storm Water Management Improvement Project, which will offset potable water used for irrigation with water collected from roof runoff and stored. The demonstration project will be used to evaluate the actual volume of potable water that could be off set for future citywide scale projects. Reducing water loss in the Water System would provide significant water savings and water supply benefits.

d. Other benefits expected from the project

Other benefits expected from the project are discussed in 1.d above.

3. Site Investigation

This section presents previously completed site investigations. Referenced documents can be provided upon request and were not uploaded with the application.

a. Research completed to select the site

The need for the project was identified by the SWRCB in the 1974, when the Trinidad Head area was designated an ASBS. In 2006, the City undertook the development of an Integrated Coastal Watershed Management Plan, which was completed in 2008 (Trinidad-Westhaven Integrated Coastal Watershed Management Plan, City of Trinidad, 2008). The Plan included a stormwater assessment, which identified the proposed stormwater measures in the Trinidad Storm Water Management Improvement Project as action items to protect water quality.

Water quality sampling of the City's storm water discharge and locations within the ASBS have been conducted and are presented in City of Trinidad Storm Water Management Improvement Project Phase 1 Final Project Report, City of Trinidad, 2015. Additional water quality studies conducted by the Northern California ASBS Regional Monitoring Group include bioaccumulation studies, rocky intertidal studies and determination of the ASBS natural water quality guidelines.

Public Works staff has been prioritizing water line segments for replacement based on known leaks, leak investigations and age of pipe segments. These priority segments in the project area will be the focus of the water efficiency improvements constructed in this project.

b. Soils reports

Soils in the project area were evaluated through the installation of 18 soil borings throughout the project area, as well as through literature research. Details on the soils information can be found in Report for Trinidad ASBS Stormwater Project Groundwater Model Technical Report, GHD, September 2013.

c. Depth to groundwater and how it was determined at the site

A groundwater evaluation was completed for the entire project area in 2013 (Report for Trinidad ASBS Stormwater Project Groundwater Model Technical Report, GHD, September 2013). A series of soil boring were installed and 9 of the borings were converted to groundwater wells which have been monitored for over a year.

d. Onsite geotechnical and environmental investigations previously completed

The City completed a geotechnical analysis of the project area, including conducting electrical resistivity testing and seismic refraction along 4 transects in the City. The final report, ASBS Stormwater Improvement Project Geotechnical Analysis, GHD October 2012, presents the results of the evaluation, which includes citywide 3-D mapping of the subsurface conditions down to bedrock.

4. Sustainability

a. How the project supports sustained, long-term water quality improvement and other benefits associated with the project

The project construction permanently eliminates two storm water discharges from the Trinidad Head ASBS through installation of LID storm water treatment and infiltration facilities. Water loss reduction from replacement of water line provides benefits to the water system and Luffenholtz Creek for at least 30 years. In addition, the demonstration rainwater collection and re-use exhibit will provide water quality, water conservation, water supply and habitat benefits for at least 15 years, and promote rainwater re-use by residents. To ensure the long term function of the City's storm drainage system, LID facilities and demonstration projects, maintenance will be the responsibility of the City's Public Works Department. The City will continue to support the Trinidad Bay Watershed Council, an important vehicle for agency and stakeholder collaboration, public involvement and tool for identifying and prioritizing water issues and community needs.

5. Regional Map(s)

Two figures are attached to this application. Figure 1 shows the location of Trinidad, the location of the ASBS, and Trinidad Bay area watersheds. Figure 2 shows the location of the proposed project components. Land use in project area is mostly residential. The project is located within existing City right of way, with the possibility of collaboration with the Rancheria in the Harbor Parking lot area.

6. Project Map(s)

Figure 3 shows the project concept site plan.

7. Impaired Waters

a. Impaired waters

The Trinidad State Beach located adjacent to the ASBS is listed as Impaired by fecal indicator bacteria on the 2012 303(d) list. The expected TMDL completion date is 2019.

b. Beneficial uses

The California Ocean Plan includes the following beneficial uses that are present at the Trinidad Head ASBS: water contact and non-contact recreation, including aesthetic enjoyment; commercial and sport fishing; rare species; marine habitat; fish migration; fish spawning; and shellfish harvesting.

c. Water quality issues that interfere with the beneficial uses.

Water quality impairments from the discharge of polluted runoff can damage the ASBS ecosystem which could impact the City of Trinidad residents, many who rely on tourism and fishing for income, which are both recognized beneficial uses of the ASBS. Other beneficial uses of the ASBS are boating (motorized and non-motorized) for sport fishing, general recreation, scuba diving, and free diving. The beaches along the ASBS also provide an area for water contact and non-contact recreation, including aesthetic enjoyment. Unfortunately, poor water quality discharges threaten these beneficial uses and the inhabitants of the ASBS.

8. Project Timing and Phasing:

The Trinidad Storm Water Management Improvement project for which funds are being requested is Phase 2 of a Citywide Improvement project. The City completed Phase 1 in 2015, which included construction of LID BMPs in the upper elevations of the City. Phase 2 of the project will complete the project and result in the elimination of polluted discharge from the City and HSU storm water outfalls to the ASBS. Phase 2 proposed for funding also includes water efficiency improvements, and a community demonstration project to promote storm water re-use and residential LID to improve water quality and offset potable water use.

Prop 1 STORMWATER GRANT PROGRAM - BUDGET SUMMARY

Applicant: City of Trinidad

Draft Proposed Budget 6-21-16

FAAST PIN:

Project: Storm Water Management Improvement Project

	Requested Grant	Local Match	Other Funding	Total	% Local Match
1. Direct Project Administration Costs	\$85,000	\$9,000	\$0	\$94,000	10%
Personnel	\$80,000	\$9,000		\$89,000	
Operating costs	\$5,000			\$5,000	
BPH Project Development				\$0	
				\$0	
				\$0	
2. Planning/Design/Engineering/Environmental	\$475,380	\$17,750	\$0	\$493,130	4%
Design Phase 2	\$359,380			\$359,380	
CEQA Phase 2	\$60,000			\$60,000	
Coastal Development Permit Phase 2	\$40,000			\$40,000	
Permit Support Studies (Arch, Bio) Phase 2	\$10,000			\$10,000	
City Park Demonstration Project Design	\$6,000			\$6,000	
HSU Cost Share		\$6,000		\$6,000	
Water Efficiency Improvements Design		\$11,750		\$11,750	
				\$0	
				\$0	
3. Construction/Implementation	\$3,740,474	\$394,956	\$0	\$4,135,430	9%
Phase 2 ASBS	\$3,331,094	\$262,706		\$3,593,800	7%
Additional HSU construction costs	\$50,000			\$50,000	0%
Water Efficiency Improvements		\$117,500		\$117,500	100%
Water Line Repair (\$70,000)				\$0	
City Park Rainwater Re-use Demonstration (\$40,000) Project +\$7,500 sign				\$0	
City-wide LID Incentive Program				\$0	
Construction Management	\$359,380	\$11,750		\$371,130	
Contracting & bid period services	\$25,000			\$25,000	
Labor Compliance Monitoring	\$15,000			\$15,000	
				\$0	
				\$0	
				\$0	
4. Monitoring/Performance	\$100,000	\$0	\$0	\$100,000	0%
ADH	\$100,000			\$100,000	
				\$0	
				\$0	
				\$0	
				\$0	
5. Education/Outreach	\$11,500	\$75,000	\$0	\$87,500	87%
City Personnel (ASBS Comp Plan non-structural BMPs)	\$4,000	\$51,000		\$55,000	
City Personnel (Water conservation & efficiency)		\$25,000		\$25,000	
GHD (Presentations, materials, etc...)	\$2,500			\$2,500	
Materials	\$5,000			\$5,000	
				\$0	
Grand Total:	\$4,492,354	\$494,706	\$0	\$4,987,060	10%

\$494,706.00

\$0.00

Other Funding Sources:

Note: CHECK YOUR NUMBERS! Do NOT assume this Excel spreadsheet is correct. Please refer to the READ ME tab.

Does the Budget Summary Total match the Budget Details Total?

NO

Draft Proposed Budget 6-2-16 Storm Water Project Match Details

City Budget Implications	Fiscal Years						Total
	14-15	15-16	16-17	17-18	18-19	19-20	
General Fund - Committed MS4 Expenditures	12,000	13,000	11,000	10,000	3,000	2,000	\$51,000
General Fund - Admin Match Expenses			2,250	2,250	2,250	2,250	\$9,000
Gen Fund total match by year	\$12,000	\$13,000	\$13,250	\$12,250	\$5,250	\$4,250	

Loan - Payment details below							\$262,706
Water Fund (Water line repairs & efficiency)				30,000	111,000		\$141,000
Water Fund Personnel - water efficiency		10,000	5,000	5,000	5,000		\$25,000
Water Fund total match by year		\$10,000	\$5,000	\$35,000	\$116,000		

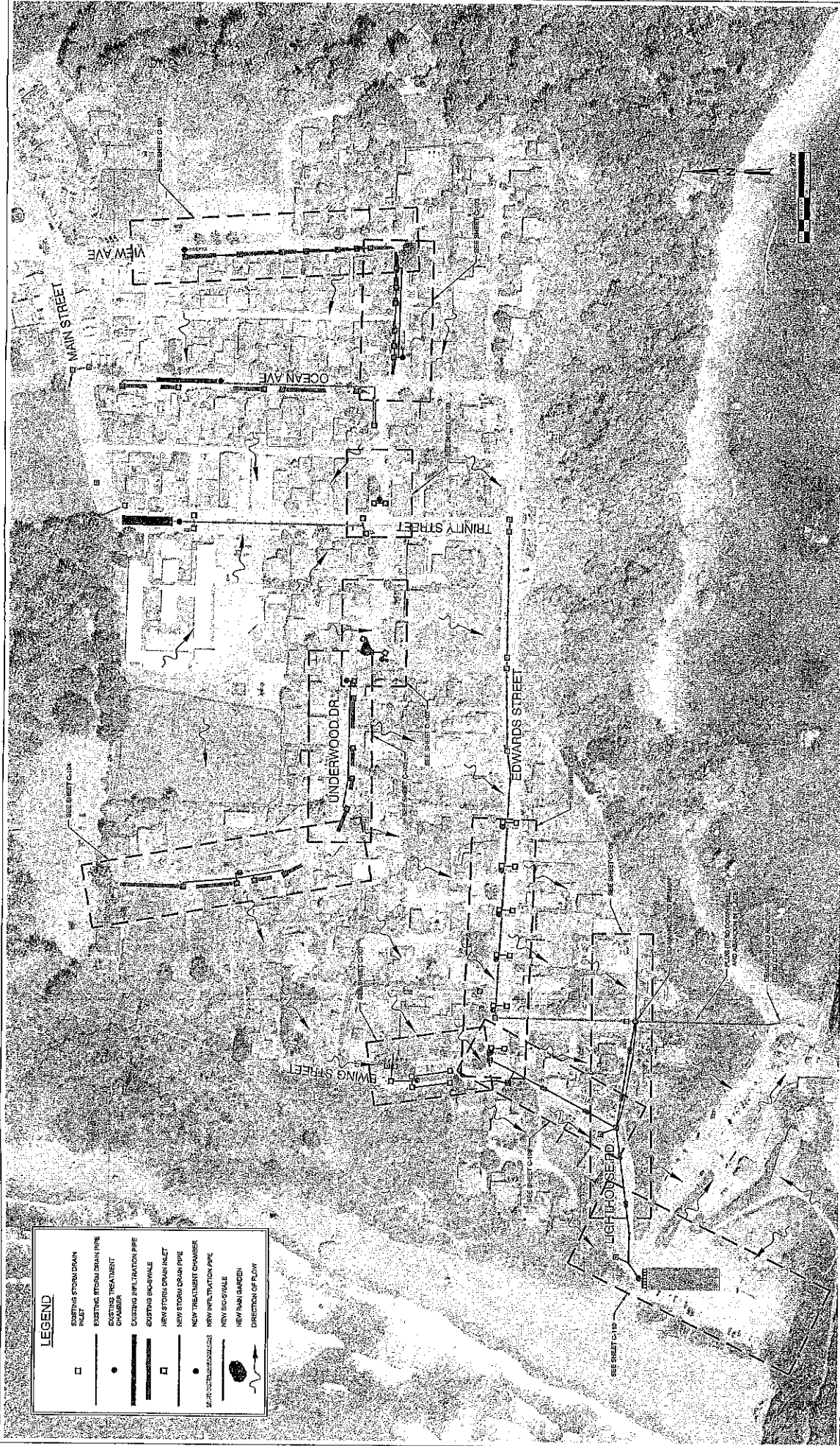
HSU Match = 10% (1.2 x construction costs)					\$6,000		\$6,000
							<u>\$494,706</u>

Loan to fund improvements to Storm Water System

loan amount	\$262,706	Annual
Annual Loan costs paid by general fund	% loan term	Payment
USDA	2.5% 40	(\$10,465)
USDA	2.5% 30	(\$12,551)
USDA	2.5% 20	(\$16,852)
CWSRF	1.50% 30	(\$10,939)
CWSRF	1.50% 20	(\$15,302)

LEGEND

- EXISTING STORM DRAIN INLET
- EXISTING STORM DRAIN PIPE
- EXISTING TREATMENT CHAMBER
- EXISTING INFILTRATION PIPE
- EXISTING BICO-SWALE
- NEW STORM DRAIN INLET
- NEW STORM DRAIN PIPE
- NEW TREATMENT CHAMBER
- NEW INFILTRATION PIPE
- NEW BICO-SWALE
- NEW PARK GARDEN
- DIRECTION OF FLOW



<p>CONCEPT DESIGN</p> <p>AUGUST 2015</p> <p>NOT FOR CONSTRUCTION</p>		<p>Read it all. Understand it. This drawing and the notes and legends are intended for the use of the City of Trinidad and Tobago only. It is not to be used for any other purpose without the written consent of the City of Trinidad and Tobago.</p> <p>THIS DRAWING IS ONE OF A SERIES OF DRAWINGS ON ORIGINAL DRAWING.</p> <p>Scale: 1" = 100' (Horizontal) 1" = 10' (Vertical)</p>		<p>City of Trinidad</p>		<p>GHDI Inc.</p> <p>11700 and 11701 F.W. Ave. Suite 100, St. James, Trinidad and Tobago</p>		<p>City of Trinidad</p> <p>ASBS STORMWATER IMPROVEMENT PROJECT</p> <p>CONCEPTUAL SITE PLAN</p>		<p>Sheet No. G-003</p> <p>Project Title</p> <p>Project No.</p> <p>Project Date</p> <p>Project Location</p>	
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DISCUSSION AGENDA ITEM 1

SUPPORTING DOCUMENTATION FOLLOWS WITH: 2 PAGES

1. Discussion/Decision regarding Ordinance 2015-02b; Extension of VDU Moratorium to the full 2-Year Period.



ORDINANCE NO. 2015-02b

**INTERIM URGENCY ORDINANCE OF THE CITY OF TRINIDAD MAKING FINDINGS AND
ESTABLISHING A TEMPORARY MORATORIUM ON ACCEPTANCE OF NEW LICENSE
APPLICATIONS FOR OPERATING A VACATION DWELLING UNIT**

FINAL 1-YEAR EXTENSION

The City Council of the City of Trinidad does ordain as follows:

SECTION 1. Interim Urgency Ordinance

This is an Interim Urgency Ordinance necessary for the immediate preservation of the public peace, health, and safety. The City Council finds that there is a current and immediate threat to the public health, safety, or welfare, and that the approval of use permits or any other applicable entitlement for use which is required in order to comply with a zoning ordinance would result in that threat to public health, safety, or welfare. This Interim Urgency Ordinance shall go into effect immediately.

SECTION 2. Findings and Declarations

The City Council finds and declares the following facts constituting this necessity are as follows:

- a. There has been a steady increase in the number of short-term vacation rentals in the City of Trinidad over the past 15 years;
- b. The proportion of homes in the City being used primarily as vacation rentals has gone from about 5% of the total dwelling units in the City in 2000 to approximately 18% in 2014.
- c. A City Ordinance regulating some aspects of vacation rentals went into effect in 2015, but this Ordinance does nothing to limit the overall number of vacation rentals in Trinidad;
- d. Vacation rentals have the potential to alter the residential character of neighborhoods with impacts related to traffic, parking, noise, occupancy, septic system capacity, housing availability, real estate prices, neighborhood character, city population, the availability of citizens to participate in the community; and the quality of life in the City of Trinidad;
- e. Residents have indicated growing concern over the impacts and number of short-term vacation rentals and the increased number of homes becoming vacation rentals; and have called on the City to find a balance between residential and vacation rental uses;
- f. In the absence of an urgency moratorium, any effort by the City to develop new limitations on Vacation Dwelling Units will not take effect for over a year due to the timeline for Coastal Commission review of City Land Use changes, during which time the City will have no ability to prevent further conversion of residences to vacation rentals; and
- g. The City implemented this moratorium in June 2015, and in August 2015 extended it, to allow the City time to study the matter further and consider options to address the impact to public welfare of further expansion of this industry in Trinidad.

- h. The City has been working steadily to develop new regulations to address this urgency situation since instituting the moratorium in June of 2015, but has not completed that task, and still needs time for the Coastal Commission's review process.
- i. Therefore the City finds it necessary and appropriate to extend this urgency moratorium for one final year, from this date until June 8th 2017, as provided for in California Government Code Section 65858.

SECTION 3. Definition of Short-Term Vacation Rentals

The term "short-term vacation rental" means and applies to every person carrying on the business of renting residences or apartments for a period of less than 30 days. The term does not apply to hotels, motels, campgrounds, bed and breakfasts with an onsite host, or other such commercial establishments.

SECTION 4. Moratorium on the Acceptance of New VDU Business License Applications for the Purpose of Short-Term Vacation Rentals

A moratorium on the acceptance and processing of VDU business licenses for the purpose of short-term vacation rentals is hereby extended for a period of one (1) year from today's date, as allowed by law. The City shall accept no new VDU business license applications during this period.

SECTION 5. No Effect on Current VDU Business Licenses or VDU Business Licenses Applications Received Prior to this Ordinance Taking Effect

This Interim Urgency Ordinance in no way affects any current valid VDU License, or any VDU license application received by the City as of the effective date of this Ordinance. The City will process and issue VDU Licenses based on complete applications received prior to the effective date of this Ordinance. Any such valid Licenses may be renewed during this moratorium period.

SECTION 6. Property Transfers and Existing VDU Business Licenses.

If a property with a valid VDU license goes through a change in ownership during this moratorium, the new owner may amend the existing VDU license to reflect the change in ownership and continue operation assuming all conditions and requirements of said license are fulfilled.

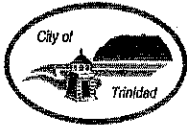
Passed, approved, and adopted at a special meeting of the City Council of the City of Trinidad, on the 8th Day of June, 2016, by the following roll call vote:

AYES:	West, Miller, Fulkerson, Baker, Tissot
NAYS:	None
ABSTAIN:	None
ABSENT:	None

Attest:

Gabriel Adams
Trinidad City Clerk

Dwight Miller
Mayor



DISCUSSION AGENDA ITEM 2

SUPPORTING DOCUMENTATION FOLLOWS WITH: 15 PAGES

2. Discussion/Decision regarding Resolution 2016-08: Adopting the FY 2017 Budget

DISCUSSION/ACTION AGENDA ITEM

Date: June 8, 2016

Item: Public Hearing to adopt the FY 2016-17 Budget

Background: The proposed FY 2016-17 City of Trinidad budget is hereby submitted to the Council for adoption. The budget has been discussed at two prior Council meetings this spring.

Detailed sheets showing the Budgeted Revenues and Expenses for the different City Programs Areas are attached. A brief summary of the overall budget and specific projects follows. A presentation will be provided at the meeting .

General Fund

Expected General Fund Revenues: **\$597,000**

Expected General Fund Expenses:

Administration	\$341,000
Police	\$ 73,000
Fire	\$ 17,000
Public Works	\$165,000

Total GF Expenses: **\$596,000**

Staff expects that year end expenses for the current year will be under budget, leaving us with a net surplus at year end. Those funds will add to our reserves and provide some cushion for the coming year, which is projected to just break even.

Budget Discussion

Personnel

- Continuation of 6.025 full time equivalent (FTE) positions with Grant Manager (Becky) allocated 30% to General Fund (\$25,000).
- 1.5% salary adjustments (based on California CPI) for all hourly employees, plus regular 2.5% promotional progression in accordance with the procedures set forth in the Employee Policies Manual (total equivalent annual increase of 1.5% for employees at the top step in their classification and ~4% for employees not currently at the top step in their classification).
- Medical insurance factored at a 10% increase January 2017.

General Fund Revenues

- Assumes Trinidad voters approve continuation of existing Sales Tax. Sales tax, is the single highest revenue source for the City if you combine the 'base' tax we receive automatically (estimated at \$120,000 next year) and the voter approved $\frac{3}{4}\%$ 'add-on' about \$100,000).
- Transient Occupancy Taxes estimated at \$130,000 after TBID pass through.
- Complex State 'Triple Flip' finally ending – 'in lieu' payments reduced, but base sales tax revenue to go up to 1% from $\frac{3}{4}\%$
- Gas Tax Revenues are down statewide. These are not general fund moneys, but we rely on them to help support road maintenance expenses and pro-rated salaries of public works employees working on road-related activities.
- The revenue estimate includes a transfer of \$30,000 into the GF from a combination of smaller state funding sources (Gas Tax, TDA funds) to offset public works expenses eligible for those funds.

General Fund Administration (1.73 FTE)

This budget unit funds pro-rated employee salaries, liability, property and casualty insurance, contracted planner, building official, attorney, financial contractor, bookkeeper, auditor, lease of city annex and new library, utility costs, distribution of transient occupancy taxes (TOT), and office supplies

- Planner activities budgeted as follows*

General Plan/LCP	\$ 18,000
VDU	10,000
Planning Commission	5,000
Permits (offset by revenue)	net zero
Code violations	2,000
Stormwater permit issues	1,000
Miscellaneous, general planning	4,000
Septic Permits	<u>5,000</u>
	45,000

*excludes separately funded OWTS Grant and LCP Grant

- Attorney costs are estimated at \$20,000, which includes \$10,000 toward defense of litigation.
- Building Official \$4,500 plus reimbursable permit process fees.
- Distribution of 12% of prior year TOT receipts (~\$15,000)

General Fund Law Enforcement (.13 FTE)

- \$75,000 in Measure Z funds will be used to go from one (1) to 1.5 full time Deputy Sheriffs. This will move us from having an assigned deputy 4 days a week to six days a week, and this second Deputy will be specifically assigned to Trinidad for two days a week, as opposed to coverage from different people each week.
- This additional deputy will replace the extra eight hour shift per week that we have been funding.
- \$100,000 is anticipated to be funded by Community Oriented Policing Services (COPS) revenue, same as has been the case over the last several years.

General Fund Fire

- We should be going out to bid soon on the addition to the back of the Fire Hall. Depending on the responses, we may need to consider utilizing reserves to complete this project.

General Fund Public Works (1.03 FTE)

Budget includes pro-rated staffing costs, town hall, annex and library supplies, street paint, signs, trail and park maintenance. Specific Projects include:

Tsurai Study Area Projects (fencing, hand rail..)	\$20,000
Asphalt work on Scenic Drive	\$ 3,500
Restriping on N. Westhaven Dr. and Patrick's Point Dr	\$ 4,000
*Capital Improvement Plan	\$ 2,500
*Asset Management Software Package	\$ 2,500
Memorial Lighthouse Parking Area - <i>Waiting for construction estimates -</i>	

*(75% Water Fund)

Integrated Waste Management (.28 FTE)

This Budget includes pro-rated staffing costs, franchise revenue and AB939 pass through from Humboldt Waste Management Authority.

Revenue:	\$ 13,000
Expenditures:	\$ 21,000
Difference (from fund balance)	\$ (8,000)

The difference of \$8,000 can be absorbed from the remaining IWM fund balance of \$17,540. The program can be incorporated into the General Fund once the fund balance is depleted.

Cemetery (.35FTE)

Budget includes pro-rated staffing costs and plot sales.

Revenues:	\$ 9,500
Expenditures:	\$ 25,000
Difference (from reserve)	\$ 15,500

Cash assets in this fund are approximately \$100,000, and will cover this deficit. The cemetery is steadily losing funds, and a review of plot costs is needed or the General Fund will have to start subsidizing cemetery maintenance in the long run.

Water Fund (2.05 FTE)

The City's Water Enterprise Fund is doing well. We have completed major improvements to the Water Treatment Plant in recent years. This budget includes:

- Setting \$15,000 aside for reserves
- Installation of a stream flow monitoring system.
- Purchase and set-up of an Asset Management Software package
- Repairs and maintenance for a large Pressure Relief Valve that protects the lower areas of town from overly high water pressure
- Continued application of our new leak detection tools
- Development of a Capital Improvement Plan to help identify and prioritize capital investment needs.

Water Fund Summary Budget:

Revenue:	\$ 314,000
Expenditures:	\$307,000
Difference (add to fund balance)	\$7,000

Proposed Action:

- 1.. Receive and consider the final budget presentation;
2. Direct any other changes as may be desired; and

3. Consider approval of Resolution 2016-08 adopting the FY 2016-17 Annual Budget.

Attachments:

Proposed budget detail

Proposed Resolution 2016-08 adopting the FY 2016-17 Annual Budget.

CITY OF TRINIDAD
FY 2016-17 PROPOSED BUDGET
General Fund Revenue

	FY 2014-15 Budget	FY 2015-16 BUDGET	FY 2016-17 BUDGET
REVENUES			
Property Taxes - Secured	\$ 90,035	\$ 91,500	\$ 91,500
Property Tax - Unsecured	\$ 3,015	\$ 3,300	\$ 3,300
Property Tax - Prior Unsecured	\$ 50	\$ 50	\$ 50
Property Tax - Current suppl	\$ 485	\$ 900	\$ 600
Property Tax - prior Supplemental	\$ 200	\$ 200	\$ 200
Motor Vehicles Fines	\$ 1,240	\$ 1,000	\$ 1,000
Property Tax Exemption	\$ 667	\$ 1,300	\$ 1,300
Public Safety 1/2% sales tax	\$ 1,640	\$ 1,600	\$ 1,600
Documentary Real Property Tax	\$ 1,450	\$ 1,200	\$ 2,000
Property Tax Administration	\$ (2,373)	\$ (2,420)	\$ (1,500)
LAFCO	\$ (380)	\$ (1,200)	\$ (1,500)
In Lieu Sales & Use Tax	\$ 27,100	\$ 27,500	\$ 12,000
In Lieu VLF	\$ 28,070	\$ 28,000	\$ 20,000
Sales Taxes	\$ 181,600	\$ 200,000	\$ 220,000
Transient Occupancy Tax	\$ 126,000	\$ 120,000	\$ 140,000
Transient Occupancy Tax-TBID pass through			\$ (10,000)
Copy Machine Fees	\$ 15	\$ 30	\$ 30
Interest Received	\$ 13,000	\$ 6,000	\$ 5,000
Other Miscellaneous Income	\$ 800	\$ 1,000	\$ 1,000
Planner Application Processing	\$ 5,000	\$ 6,000	\$ 8,000
Building Application Processing	\$ 7,000	\$ 7,000	\$ 9,000
Animal License	\$ 300	\$ 200	\$ 200
Business License	\$ 9,900	\$ 11,500	\$ 7,500
VDU License Fee			\$ 9,000
Encroachment Permits	\$ 400	\$ 400	\$ 400
Rental Income - Verizon	\$ 22,735	\$ 23,000	\$ 23,500
Rental Income - Harbor	\$ 5,125	\$ 5,125	\$ 5,135
Rental Income - PG&E	\$ 8,750	\$ 9,500	\$ 9,500
Rental Income - Suddenlink	\$ 4,825	\$ 3,800	\$ 3,800
Rental Income - Town Hall	\$ 7,000	\$ 5,000	\$ 5,000
Interdepartmental Transfer	\$ 65,000	\$ 30,000	\$ 30,000
TOTAL REVENUES	\$ 608,649	\$ 581,485	\$ 597,615

CITY OF TRINIDAD
FY2016-17 BUDGET

Proposed General Fund Admin Expenditures

		14-15 Budget	FY 2015-16 BUDGET	FY 2016-17 BUDGET
201	EXPENDITURES			
60900	Honorariums	\$ 2,500	\$ 3,000	\$ 3,500
61000	Employee Wages	\$ 111,770	\$ 112,705	\$ 115,022
61470	Fringe Benefits	\$ 600	\$ 600	\$ 600
65100	Deferred Retirement	\$ 5,082	\$ 4,941	\$ 12,342
65200	Medical Insurance & Expense	\$ 10,068	\$ 11,389	\$ 14,801
65300	Worker's Compensation	\$ 4,471	\$ 3,832	\$ 3,451
65500	Employee Mileage Reimbursement	\$ 750	\$ 750	\$ 750
65600	Payroll Tax	\$ 8,939	\$ 9,000	\$ 9,743
65800	Grant Payroll Allocation	\$ (2,500)	\$ (6,278)	\$ (6,000)
68090	Crime Bond	\$ 455	\$ 455	\$ 455
68200	General Liability Insurance	\$ 8,830	\$ 8,314	\$ 10,400
68300	Property & Casualty Insurance	\$ 4,280	\$ 4,225	\$ 4,680
2343	Attorney - Administrative Tasks	\$ 20,000	\$ 10,000	\$ 10,000
71130	Attorney - Litigation	\$ 10,000	\$ 10,000	\$ 10,000
71210	City Engineer - Administration	\$ 2,000	\$ 2,000	\$ 2,000
71310	City Planner - Administration	\$ 45,000	\$ 38,000	\$ 45,000
71410	Building Inspector -Admin Tasks	\$ 8,000	\$ 4,500	\$ 4,500
71420	Building Inspector - Permit Process	\$ 11,050	\$ 12,000	\$ 9,000
71510	Accountant - Admin Tasks	\$ 12,285	\$ 14,000	\$ 14,000
71620	Auditor - Financial Reports	\$ 15,045	\$ 15,500	\$ 14,000
72000	TOT Distribution	\$ -	\$ 13,200	\$ 16,200
75110	Financial Advisor/Tech Support	\$ 5,700	\$ 5,500	\$ 5,500
75160	Library & Local Contributions	\$ 500	\$ 500	\$ 500
75170	Rent	\$ 8,190	\$ 8,200	\$ 8,200
75180	Utilities	\$ 10,250	\$ 8,500	\$ 9,000
75190	Dues & Memberships	\$ 270	\$ 500	\$ 500
75200	Municipal Expense	\$ 5,700	\$ 4,500	\$ 4,500
75220	Office Supplies & Expense	\$ 6,000	\$ 5,500	\$ 5,500
75240	Bank Charges	\$ 200	\$ 250	\$ 250
75300	Contracted Services	\$ 8,134	\$ 8,000	\$ 2,500
75990	Miscellaneous Expense	\$ 100	\$ 500	\$ 500
76110	Telephone & Communications	\$ 1,550	\$ 1,550	\$ 2,000
76130	Cable and Internet Services	\$ 4,900	\$ 3,300	\$ 3,300
76150	Travel	\$ 1,500	\$ 1,500	\$ 1,500
78170	Security system	\$ 1,590	\$ 1,500	\$ 1,500
78190	Materials, Supplies & Equipment	\$ 1,500	\$ 1,000	\$ 1,500
96000	Transfers In/Out			
		\$ 334,009		\$ 340,693
	TOTAL EXPENSES	\$ 334,009	\$ 322,433	

CITY OF TRINIDAD			
PROPOSED FY2016-17 BUDGET			
General Fund 501 Public Works			
		FY 2015-16 Budget	FY 2016-17 Budget
501	EXPENDITURES		
61000	Employee Gross Wages	64,837.44	71,561.24
61250	Employee Overtime	500.00	500.00
65100	Deferred Retirement	7,207.64	8,891.13
65200	Medical Insurance & Benefits	24,074.23	29,514.02
65300	Workmen's Comp Insurance	2,280.30	2,222.78
65600	Payroll Tax	5,682.06	6,348.27
65800	Grant Payroll Allocation	(24,428.00)	(22,500.00)
71210	City Engineer -Admin	5,500.00	6,000.00
71250	City Engineer - Project Fees	5,000.00	4,000.00
71510	Accountant - Admin Tasks		
75200	Municipal Expense (Stormwater Permit)		2,300.00
75300	Contracted Services	28,000.00	24,000.00
75370	Uniforms/personal equipment	450.00	500.00
78100	Street Maintenance & Repair	10,000.00	7,500.00
78120	Street Lighting - Operations	4,500.00	4,500.00
78130	Trail & Park Maintenance	2,500.00	3,500.00
78140	Vehicle Fuel & Oil	4,800.00	4,000.00
78150	Vehicle Repairs	2,000.00	2,500.00
78160	Building Repairs & maintenance	12,000.00	4,000.00
78190	Materials, Supplies & Equipment	6,500.00	5,000.00
78200	Equipment Repairs & Maintenance	500.00	1,000.00
	TOTAL EXPENSES	<u>161,903.67</u>	<u>165,337.44</u>

CITY OF TRINIDAD

PROPOSED FY2016-17 BUDGET**General Fund Department 301 - Police Department**

		FY 14-15 Budget	FY 2015-16 BUDGET	FY 2016-17 BUDGET
	REVENUES			
	Measure Z Grant Funds			\$ 75,000
	State COPS Funding	\$ 100,000	\$ 100,000	\$ 100,000
	TOTAL REVENUES	\$ 100,000	\$ 100,000	\$ 175,000
301	EXPENDITURES			
61000	Employee Wages	\$ 3,327	\$ 3,479	\$ 5,330
65100	Deferred Retirement			\$ 222
65300	Workmen's Comp Insurance	\$ 133	\$ 104	\$ 160
65600	Payroll Tax	\$ 255	\$ 266	\$ 425
75170	Rent	\$ 8,190	\$ 8,190	\$ 8,200
75180	Utilities	\$ 2,485	\$ 2,500	\$ 2,500
75220	Office Supplies & Expense	\$ 400	\$ 400	\$ 1,000
75300	Contracted Services	\$ 188,085	\$ 188,085	\$ 226,500
75350	Animal Control	\$ 1,925	\$ 1,500	\$ 1,500
75990	Miscellaneous Expense	\$ 1,000	\$ 500	\$ 500
76110	Telephone & Communications	\$ 1,630	\$ 1,200	\$ 1,200
	TOTAL EXPENSES	\$ 207,430	\$ 206,224	\$ 247,540
	Net (Rev-Exp)	\$ (107,430)	\$ (106,224)	\$ (72,540)

General Fund Dept. 401 - Fire Department

[illegible]

CITY OF TRINIDAD				
PROPOSED BUDGET				
Enterprise Fund - Water				
Fund 601				
		FY 2014-15 Budget	FY 2015-16 BUDGET	FY 2016-17 PROPOSED BUDGET
601	REVENUES			
53020	Interest Received	\$ 4,000	\$ 1,500	\$ 1,500
53090	Other Miscellaneous Income	\$ 2,500	\$ 2,500	\$ 2,500
57100	Water Sales	\$ 305,000	\$ 305,000	\$ 305,000
57200	Bulk Water Sales			\$ 3,000
57300	New Water Hookups	\$ 3,000	\$ 2,000	\$ 1,000
57500	Penalties	\$ 2,000	\$ 1,000	\$ 1,000
	TOTAL REVENUES	\$ 316,500	\$ 312,000	\$ 314,000
601	EXPENSES			
61000	Employee Wages	\$ 79,032	\$ 101,244	\$ 98,044
61250	Employee Overtime	\$ 2,000	\$ 500	\$ 500
65100	Deferred Retirement	\$ 9,081	\$ 11,708	\$ 11,766
65200	Medical Insurance & Expense	\$ 42,045	\$ 37,110	\$ 40,587
65300	Workmen's Compensation	\$ 3,229	\$ 3,495	\$ 2,994
65600	Payroll Tax	\$ 6,871	\$ 8,759	\$ 8,534
65800	Grant Payroll Allocation	\$ (1,000)	\$ (25,594)	\$ -
68200	General Liability Insurance	\$ 4,755	\$ 6,125	\$ 6,125
68300	Property & Casualty Insurance	\$ 2,305	\$ 2,275	\$ 2,275
71110	City Attorney - Administrative Tasks	\$ 500	\$ 1,000	\$ 1,000
71210	City Engineer - Admin Tasks	\$ 4,000	\$ 4,000	\$ 4,000
71510	Accountant	\$ 5,950	\$ 6,500	\$ 6,500
71620	Auditor	\$ 6,615	\$ 7,000	\$ 7,000
72100	Bad Debts	\$ 350	\$ 350	\$ 350
75180	Utilities	\$ 15,835	\$ 13,000	\$ 11,000
75190	Dues & Memberships	\$ 700	\$ 1,000	\$ 1,000
75220	Office Supplies & Expense	\$ 3,500	\$ 3,750	\$ 3,000
75280	Training/Education	\$ 500	\$ 500	\$ 500
75300	Contracted Services	\$ 7,000	\$ 25,000	\$ 25,000
76110	Telephone	\$ 1,000	\$ 1,100	\$ 1,800
76130	Cable & Internet Service	\$ 620	\$ 750	\$ 750
76160	Licenses & Fees	\$ 2,475	\$ 2,750	\$ 2,750
78120	STREET LIGHTING		\$ 1,600	\$ 1,600
78140	Vehicle Fuel and Oil	\$ 2,500	\$ 1,500	\$ 1,500
78150	Vehicle Repairs	\$ 2,000	\$ 2,000	\$ 2,000
78160	Building Repairs and Maintenance	\$ 1,200	\$ 1,000	\$ 1,000
78170	Security System	\$ 500	\$ 500	\$ 500
78190	Materials, Supplies and Equipment	\$ 6,000	\$ 12,500	\$ 14,000
78200	Equipment Repairs & Maintenance	\$ 1,000	\$ 1,000	\$ 1,000
79100	Water Lab Fees	\$ 4,500	\$ 3,500	\$ 3,500
79120	Water Plant Chemical	\$ 12,000	\$ 9,500	\$ 7,500
79130	Water Line Hook-Ups	\$ 3,000	\$ 2,000	\$ 1,000
79150	Water Line Repair and Maintenance	\$ 20,000	\$ 15,000	\$ 15,000
79160	Water Plant and Equipment Repair	\$ 10,000	\$ 17,000	\$ 8,000
90000	Capital Reserves	\$ 15,000	\$ 15,000	\$ 15,000
		\$ -		
	TOTAL EXPENSES	\$ 276,038	\$ 294,422	\$ 307,075

CITY OF TRINIDAD

PROPOSED FY2016-17 BUDGET**Enterprise Fund - Cemetery****Fund 701**

		FY 2015-16 Budget	FY 2016-17 Proposed Budget
	6/30/2013 cash assets: \$149,514		
701	REVENUES		
53020	Interest Income	\$ -	
58100	Cemetery Plot Sales	\$ 9,500	9500
58150	Cemeterey Plot Refunds		
	TOTAL REVENUES	\$ 9,500	\$ 9,500
701	EXPENDITURES		
61000	Employee Gross Wages and Overtime	\$ 12,956	13,291
65100	Deferred Retirement	\$ 1,663	\$ 1,718
65200	Medical Insurance & Expense	\$ 6,413	\$ 7,344
65300	Workmen's Comp Insurance	\$ 471	\$ 429
65600	Payroll Tax	\$ 1,187	\$ 1,227
75180	Utilities	\$ 700	750
78190	Materials, Supplies & Equipment	\$ 1,200	500
	TOTAL EXPENSES	\$ 24,590	\$ 25,259
		(15,090.00)	(15,758.85)

PROPOSED FY2016-17 BUDGET

PROPOSED FY2016-17 BUDGET

Special Revenue Fund - Integrated Waste Management

Fund 204

		FY 2014-15 Budget	FY 2015-16 Budget	FY 2016-17 Proposed Budget
204	REVENUES			
47650	Recycling Revenue	\$ 5,640	\$ 5,200	\$ 7,000
56150	Franchise Fees	\$ 7,000	\$ 7,000	\$ 6,000
	TOTAL REVENUES	\$ 12,640	\$ 12,200	\$ 13,000
204	EXPENDITURES			
61000	Employee Gross Wages and Overtime	\$ 9,716	\$ 10,313	\$ 10,605
65100	Deferred Retirement	\$ 1,251	\$ 1,314	\$ 1,359
65200	Medical Insurance	\$ 7,302	\$ 5,017	\$ 5,825
65300	Workman's Compensation	\$ 344	\$ 372	\$ 340
65600	Payroll Tax	\$ 767	\$ 938	\$ 971
75120	Waste Recycling Pickup/Disposal	\$ 500	\$ 500	\$ 500
78190	Materials, Supplies & Equipment	\$ 1,000	\$ 1,200	\$ 1,200
	TOTAL EXPENSES	\$ 21,380	\$ 19,654	\$ 20,799
			\$ (7,454)	\$ (7,799)

Current as of March 2016

TOTALS

City pays full cost for Employee's Medical Coverage

Dental - City pays full Dental for employee, spouse, and dependent children

Vision - City offers up to \$200 reimbursement per year for Vision related expenses for employee, spouse, and dependent children

City pays 6% of employees salary/wages into the 457 Plan
City matches employee contribution up to another 6%

TRINIDAD CITY HALL
P.O. Box 390
409 Trinity Street
Trinidad, CA 95570
(707) 677-0223

Dwight Miller, Mayor
Gabriel Adams, City Clerk



RESOLUTION 2016-08

ADOPTING THE FY 2017 BUDGET FOR THE CITY OF TRINIDAD

WHEREAS, the City of Trinidad is required to prepare and adopt a balanced budget every year by July 1st for the following Fiscal Year; and

WHEREAS, the City Staff has prepared a Draft Budget for FY2017; and

WHEREAS, a Proposed Budget, which takes into consideration public comments, has been completed and is ready for City Council for consideration and adoption;

NOW, THEREFORE LET IT BE RESOLVED that the Trinidad City Council does hereby adopt the proposed FY2017 Budget; and

NOW, THEREFORE BE IT FURTHER RESOLVED that the Trinidad City Council does hereby instruct its staff to return to the Council periodically during the year with proposed budget amendments which may become necessary to address changing financial conditions.

PASSED AND ADOPTED BY THE TRINIDAD CITY COUNCIL of Humboldt County of the State of California this 08th day of June, 2016.

I, the undersigned, hereby certify that the foregoing Resolution was duly adopted by the Trinidad City Council by the following vote:

Ayes:
Noes:
Absent:
Abstain:

Attest:

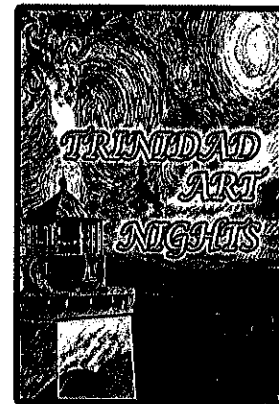
Gabriel Adams
Trinidad City Clerk

Dwight Miller
Mayor



COMMUNITY ARTS TRINIDAD

A DreamMaker Project of
the Ink People
trinidadart95570@gmail.com
707-497-9767, 707-502-5737
www.trinidadartnights.com



RECEIVED MAY 20 2016

Dear City Council and Manager,

Please consider a modest contribution of \$500 - \$1000 during your upcoming budgeting process to Community Arts Trinidad. Our group is responsible for Trinidad Art Nights which promotes the community's local artistic character and culture, as well as the local business community.

Another opportunity to contribute that would greatly benefit our non-profit organization would be to add 'Community Arts Trinidad' to the list of local Organizations that are authorized to use the Town Hall free-of-charge for appropriate community events, including the First Friday Art Night.

Any dollars allocated will provide needed funding in further supporting and enriching our local artistic culture through events and activities.

Thank you for your consideration

Sincerely,

Tim Breed

Chakeeta Marie Garabedian



DISCUSSION AGENDA ITEM 3

SUPPORTING DOCUMENTATION FOLLOWS WITH: 2 PAGES

3. Discussion/Decision regarding First Reading of Ordinance 2016-01; Authorizing Participation in the Community Choice Aggregation Program



ORDINANCE NO. 2016-01

**AN ORDINANCE OF THE CITY OF TRINIDAD AMENDING THE TRINIDAD MUNICIPAL CODE TO
AUTHORIZE PARTICIPATION IN THE COMMUNITY CHOICE AGGREGATION PROGRAM
IMPLEMENTED AND OPERATED BY
THE REDWOOD COAST ENERGY AUTHORITY (RCEA)**

The City Council of the City of Trinidad, hereby ordains as follows:

SECTION 1. Chapter 12, of the Trinidad Municipal Code is hereby amended by creating a new Division, 12.17, *Community Choice Aggregation*, as follows:

12.17.010 Findings and Purpose.

- A. The California Public Utilities Code under Chapter 2.3 of Division 1, Part 1 allows electric utility customers to aggregate their electric loads as members of their local community with community choice aggregators, where a community choice aggregator may be any city, county, or group of cities or counties who have elected to combine the loads of their programs through the formation of a joint powers agency established under Chapter 5 (commencing with Section 6500) of Division 7 of Title 1 of the California Government Code.
- B. The City of Trinidad has been investigating options to provide electric services to constituents within its service areas with the intent of achieving greater local involvement over the provisions of electric services: competitive electric rates, the development of clean, local renewable energy projects, reduced greenhouse gas emissions, and the wider implementation of energy conservation and efficiency projects and programs through a community choice aggregation (CCA) program.
- C. The City of Trinidad is a member of the Redwood Coast Energy Authority (RCEA), a joint powers authority formed by the County of Humboldt, Cities of Arcata, Blue Lake, Eureka, Ferndale, Fortuna and Rio Dell, Trinidad and the Humboldt Bay Municipal Water District, to act as a regional agency to promote sustainable energy initiatives that reduce energy demand, increase energy efficiency, and advance the use of clean, efficient and renewable resources available in the region.
- D. The RCEA is authorized by ordinance to act as a community choice aggregator to implement and operate a CCA program under California law.
- E. RCEA has established key CCA program goals of maximizing the use of local renewable resources while also providing competitive rates to customers. These goals are aimed at supporting local economic development as well as reducing the environmental impacts resulting from the use of electricity in a technically and economically feasible manner.
- F. To analyze the feasibility of operating a CCA program that achieves these goals, RCEA has procured independent technical support services to conduct the appropriate development and operational studies, including technical, financial and risk analyses. These studies will assist RCEA, its member agencies, and the community in evaluating a potential rate structure and energy portfolio, and, ultimately, potential CCA program viability prior to formal launch of a CCA program through the filing of an Implementation Plan with the CPUC.

- G. Participation in a CCA program implemented and operated by the RCEA, rather than independently electing to become a community choice aggregator, will reduce the City's financial exposure from community choice aggregation, if any, because RCEA's joint power authority structure immunizes its member agencies from its debts, liabilities and obligations, and therefore the debts, liabilities and obligations of a CCA program.
- H. Electric customers have the right to opt out of the CCA program and continue to receive service from the existing utility under Public Utilities Code §366.2.
- I. Under the RCEA CCA program structure, the City will have CCA program voting privileges on the RCEA Board of Directors as set out in the RCEA Amended and Restated Joint Powers Agreement effective December 15, 2015.

12.17.020 Participation in Community Choice Aggregation

Based on all of the above, the City Council of the City of Trinidad elects to implement a Community Choice Aggregation program within the City's jurisdiction by and through the RCEA, subject to the determination of the RCEA, based on its CCA program developmental and operational analyses and member agency input, that a CCA program based on the key goals set out above is not technically or economically feasible and consequently decides not to launch the CCA program.

SECTION 2. If any section, subsection, sentence, clause, or phrase of this ordinance is for any reason held to be unconstitutional or invalid, such decision shall not affect the validity of the remaining portion of this ordinance. The City Council of the City of Trinidad hereby declares that it would have passed this ordinance and every section, subsection, sentence, clause or phrase thereof, irrespective of the fact that any one or more sections, subsections, sentences, clauses, or phrases be declared unconstitutional or invalid.

SECTION 3. This ordinance shall take effect and be in full force thirty (30) days from and the date of its passage. The City Clerk is hereby authorized and directed to publish this ordinance at least fifteen (15) days after its passage. It shall be published once with the names of the City Council members voting for and against the ordinance in a newspaper of general circulation published in the City of Trinidad, County of Humboldt, State of California.

PASSED, APPROVED, AND ADOPTED this 8th day of June, 2016.

Ayes:
Noes:
Abstain:
Absent:

Attest:

Approved:

Gabriel Adams
City Clerk

Dwight Miller
Mayor

First Reading:

Second Reading: